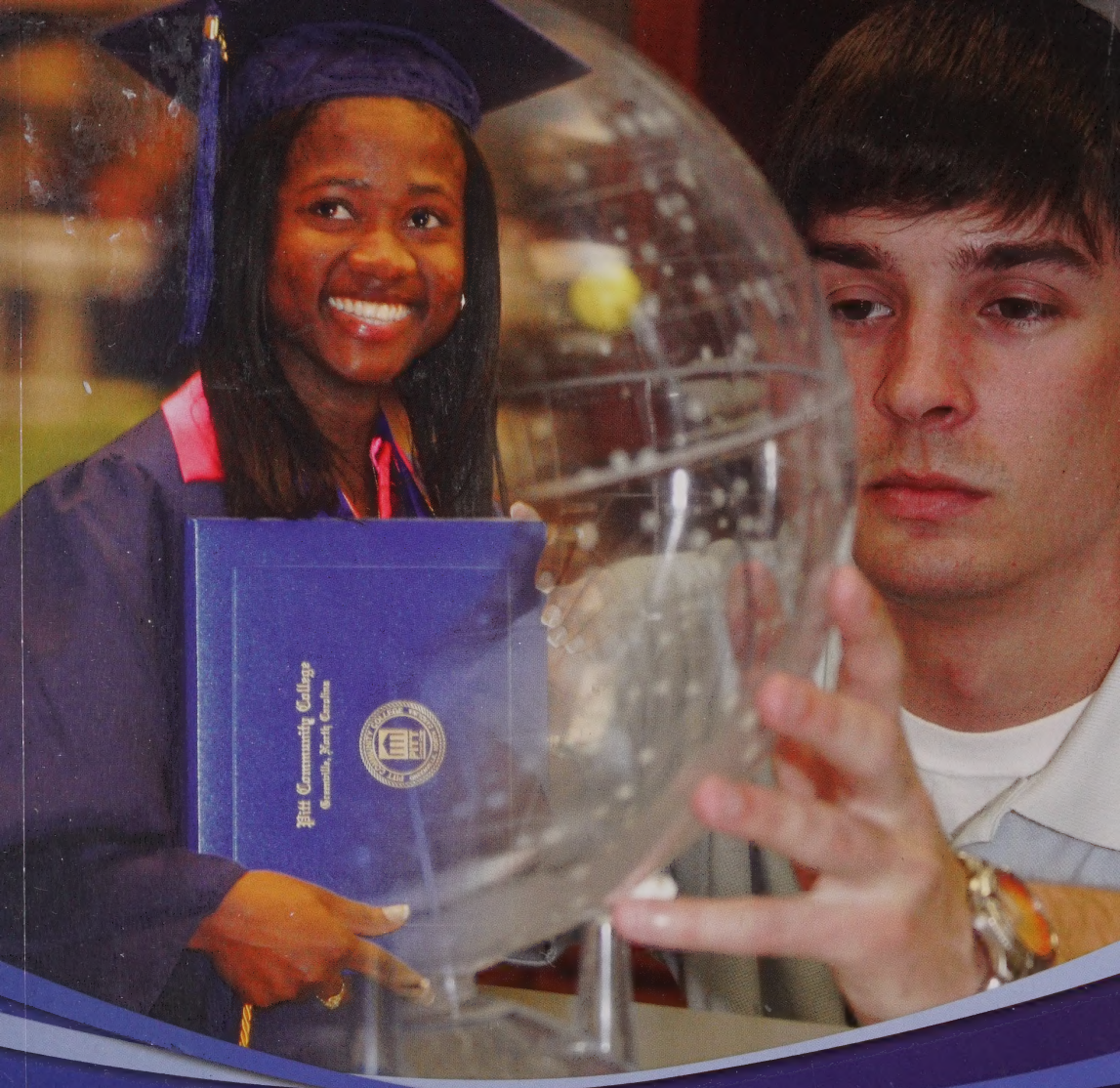


educating and empowering people for success

2009-2010 General Catalog

PITT Community College

Important Phone Numbers

Admissions Counselors
- Business Division – (252) 493-7741
- Construction & Industrial Division – (252) 493-7222
- University Transfer – (252) 493-7371
- Health Sciences – (252) 493-7473
- Legal Sciences/Public Services – (252) 493-7380
- Developmental Courses – (252) 493-7217

Vice President of Student Development – (252) 493-7211

Cashier's Office – (252) 493-7234

College Outreach – (252) 321-4579

Continuing Education and Community Development – (252) 493-7388

Evening Programs – (252) 493-7627

Financial Aid – (252) 493-7339

General Information – (252) 493-7200

Library – (252) 493-7350

Lifelong Learning, Basic Skills – (252) 493-7396

PCC Police/Public Safety – (252) 493-7777

Registrar – (252) 493-7232

Student Government Association – (252) 493-7226

Transcripts – (252) 493-7232

Weekend College – (252) 493-7627

Pitt Community College Foundation – (252) 493-7287

PITT COMMUNITY COLLEGE

Winterville, North Carolina

PCC Archives

Pitt Community College is accredited
by the Commission on Colleges of the
Southern Association of Colleges and Schools
to award Associate Degrees. Contact the
Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the
accreditation of Pitt Community College.

CATALOG OF COURSES
DAY AND EVENING PROGRAMS

Volume XXXIII
2009 - 2010

Copyright 2009 All Rights Reserved

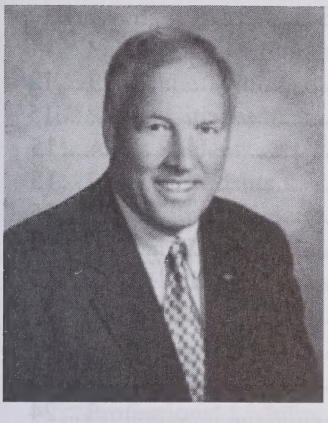
PCC Archives

Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of May 1, 2009. For information about changes after this date, contact the Office of the Vice President of Institutional Advancement or the Office of the Vice President of Academic Affairs or the appropriate Dean.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Vice President of Student Development Services, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (252) 493-7211, Vernon White Building, Room 4.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution. **For Admissions information please call (252) 493-7232 or visit our web site at: http://www.pittcc.edu.**



PRESIDENT'S MESSAGE

In these difficult financial times, higher education is more vital to our citizens than ever before. Pitt Community College's enrollment has increased by 10% in the past year, a testimony to the quality of workforce and professional development training provided by our faculty. I welcome you to carefully consider the broad array of programs and courses which we offer and to become involved in our campus activities in the classroom, in clubs and organizations.

The Craig Goess Student Center opened in early 2009 and as a focal location for activities and for student services, from registration and financial aid to counseling and career services. The expansion of programs in the sciences, industrial and business technologies, and university transfer curriculum will go far toward meeting the increasing demand for education which leads directly to jobs in our region.

This catalog provides you with a detailed description of the College's requirements, procedures, and offerings, and you can also consult our web site (www.pittcc.edu) for the most up-to-date information and activities. Do not hesitate to contact our faculty, deans, counselors, Office of Student Development Services, or any college employees with questions regarding your planning and success. We are dedicated to helping you achieve your educational goals.

Thank you for your interest in Pitt Community College. I wish you great success in learning and in preparing yourself for life in this rapidly changing world. Information is power, and you will gain confidence, as our college mission states, "for success in life, in higher education, in the workforce, and in a global economy."

Dr. G. Dennis Massey

TABLE OF CONTENTS

ACADEMIC CALENDAR 12
ORGANIZATION 15
- Board of Trustees 15
- Pitt County Board of Commissioners 15
- Pitt Community College Foundation 16
- Office of the President 17
- Office of the Vice President, Academic Affairs 17
- Library 17
- Curriculum Instruction 17
- Instructional Staff by Division 18
- Preschool Laboratory 24
- Continuing Education and Community Development 24
- Office of the Vice President, Administrative Services 25
- Business Manager 26
- Campus Police 26
- Facilities Services 26
- Human Resources 27
- Information Technology and Services 27
- Office of the Vice President, Institutional Advancement 27
- Office of the Vice President, Student Development Services 28

GENERAL INFORMATION 30
- History of the College 30
- Location 31
- Mission Statement 32
- Diversity Leadership Statement 32
- Non-Degree Curriculum Credit 32

ADMISSIONS 32
- General Admissions 32
- Placement Testing 33
- College Level Exam Program (CLEP Testing) 34
- Admission to Programs Designed for University Transfer 35
- Health Sciences Admissions 35
- Transfer Admissions 36
- Readmission of Curricular Students 37
- Provisional Admissions 37
- High School Admissions (Concurrent Enrollment) 37
- Learn and Earn Online 38
- International Student Admissions 38
- Policy Statements: International Students in Distance Education 39
- Admission of Undocumented Aliens 39
- Crime Awareness and Campus Security Act Report 40
- Campus Watch Program 40

TUITION, FEES AND OTHER EXPENSES 40

Tuition....40
Fall, Spring, & Summer Semester Full-Time Tuition....41
Part-Time Tuition....41
Senior Citizens....41
Audit Students....41
Internet Students....41
Out-of-State Students....41
Residence Classification for Tuition Purposes....41
Fees and Other Expenses....42
Student Activity Fee....42
Technology Fee....42
Accident Insurance....42
Professional Liability Insurance....42
Access Fee....42
Textbooks and Supplies....43
Student Fees for Laboratory/Clinical/Shop....43
Returned Check Fees....43
Refund Policy....43
ACADEMIC REGULATIONS....44
Class Schedule....44
Weekend College....45
Registration....45
Priority Registration and Walk-In Registration....45
Schedule Purges....46
Auditing Courses....46
Registration for Developmental Courses....46
College Student Success Course Requirement....47
Dropping and/or Adding Courses....47
Course Load....47
Late Entry....47
Attendance....48
Withdrawal from Classes....48
Official Withdrawal....48
Unofficial Withdrawal....49
Request for Official Withdrawal After End of Semester....49
Alternative Credit....50
Credit by Examination....50
Challenge Examination....50
Transfer Credit....51
Student Appeals Process for Coursework Done At Unaccredited Inst....51
Credit for Non-Traditional Learning....52
Advanced Placement Examinations/CLEP....52
Educational Experiences in the Armed Services....52
Distance Learning....53
Experiential Learning....54
Articulated Credit for High School Students....54
Grade Point Average....54

Dean's List and Honor Roll 54
Grading System 55
Incomplete 56
Academic Progress 56
Academic Probation 56
Unsatisfactory Academic Progress 56
Satisfactory Academic Progress 57
Good Academic Standing 57
Standards of Academic Progress Scale 57
Forgiveness Policy 58
Privacy of Educational Records 58
Transcripts 59
Verification of Enrollment 59
Transfer to Other Institutions 59
Changes in Regulations 60
Changes in Major Course of Study 60
Student Classifications 60
Graduation Requirements 60
Summer Graduates Participating In Spring Ceremonies 61
Graduation After Termination of Attendance 62
Catalog of Record 62
Repetition of Course Work 62
FACULTY ADVISOR SYSTEM 63
FINANCIAL AID 64
Coordination of Institution-Wide Financial Aid Awards Policy 64
Financial Aid Fraud and Forgery 65
Academic Requirements 65
Estimated Cost of Attendance 66
Financial Aid Bookstore/Supply Purchase Policy 67
Grants 68
Loans 69
Federal Work-Study 70
Alternative Loans 70
Refund/Student Repayment Policies for Title IV Programs 71
Scholarships 71
Other Sources of Assistance 73
Vocational Rehabilitation 73
NC National Guard Tuition Assistance Program 73
Local Sources of Financial Aid 73
Veterans Benefits 73
Internet Course/Telecourse Policy for Veterans 74
STUDENT DEVELOPMENT SERVICES 74
Counseling 74
Early Alert Program 76
Women's Resource Center 76
Men's Resource Center 77
Minority Male Mentoring Program 78

Career Services 78
Student Support Services (TRIO) 79
Tutorial and Academic Success Center (TASC) 79
Disability Services 80
Intramural Sports and Recreational Program 80
Coburn Center Facility 81
Intercollegiate Athletics Program 83
Lost and Found 84
Health Services 85
Student Assistance Program (Mental Health Services) 86
Student Sexual Assault Response System 86
Food Service 87
Preschool Laboratory 87
Housing 86
Identification Cards 86
PCC Academic Excellence Awards Program 87
Student Organizations 87
Policies for Clubs and Organizations 87
Chartering Guidelines for Clubs and Organizations 87
Guidelines for Clubs and Organizations Bank Accounts 88
Procedures for Approval of Clubs and Organizations –
Fundraising and/or Solicitation of Funds 89
American Association of Medical Assistants 89
Association of Advertising and Graphic Design 89
Biology Interest Group 89
Delta Epsilon Chi 89
Elements of Praise Gospel Choir 90
Gamma Beta Phi 90
International Association of Administrative Professionals 90
International Club 90
Lambda Beta Honor Society for the
Respiratory Care Profession 90
Lambda Epsilon Chi 91
Phi Theta Kappa 91
Pitt Community College Association
of Human Services Technology 91
Pitt Community College Association
of Respiratory Therapy Students 91
Pitt Community College Criminal Justice Association 91
Pitt Community College Paralegal Association 92
Pitt Community College Student Ambassadors 92
Pitt Community College Student Leaders
Embracing Education in Polysomnography 92
Pitt Game Developers Association 92
Rotaract 92
Sigma Alpha Pi 93
Society for Advancement of Management 93

Southern Organization of Human Service Education 93
Student Government Association 93
Student Massage Therapy Association 93
Student Occupational Therapy Association 94
Students Excelling Toward Achievement 94
Students Mentoring Students 94
Publications 94
Guided Tours 95
Class Rings 95
Traffic Regulations 95
Inclement Weather 95
Student Rights and Responsibilities 96
Children On Campus 96
Student Involvement in College Decision Making 97
Disciplinary Action 97
Student Conduct 97
Student Code of Conduct Policy 97
Dismissal 99
Student Grievance Policy 99
Due Process 99
Student Financial Aid Concerns 101
COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY 101
SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY 102
CONTROLLED SMOKING POLICY 103
CANVASSING, PEDDLING AND SOLICITATION POLICY 103
INSTITUTIONAL ADVANCEMENT 104
FUNDRAISING POLICY 104
GRANTS POLICY 104
COMPUTER NETWORK ACCEPTABLE USE POLICY 105
INTELLECTUAL PROPERTY POLICY 106
LIBRARY 107
COOPERATIVE EDUCATION 108
COLLEGE OUTREACH 109
INTERNATIONAL PROGRAMS AND SERVICES 110
CONTINUING EDUCATION AND COMMUNITY DEVELOPMENT 110
Philosophy 110
Mission 110
Schedule of Courses 111
Course Credit 111
Registration and Attendance 111
Fees 111
Refund Policy 112
Course Descriptions 113
Books and Supplies 113
Occupational Training 113
Specialty Occupational Courses 113

Computer Training....113
Law Enforcement, Detention and Security Officer Training....114
Emergency Services Training....114
Fire Rescue Training....115
Licensure/Certification....115
Safety Training (OSHA)....115
Health Care Services Programs....115
Leadership Development Training....119
Organizational Improvement Training....119
Professional In-Service Programs....119
Business and Industry Services....119
Customized Industrial Training....120
Small Business Center....120
Community Services....120
Basic Skills Education....121
Adult Basic Education....121
Adult High School Diploma Program....121
General Educational Development (GED) Classes....122
High School Diploma Equivalency/GED....122
Workplace Instruction....122
English as a Second Language....122
Learning Center....122
Compensatory Education....123
Achieving College Entry (ACE) Lab....123
Human Resources Development....123
Workshops, Seminars, and Conferences....124
Self-Supporting Courses....124
SUMMARY REPORT ON PERFORMANCE MEASURES....125
CURRICULUM PROGRAMS....127
Technical and Vocational Programs -
Associate in Applied Science Degrees, Diplomas, and Certificates....128
Courses Unique to a Concentration....133
Course Requisites....133
Accounting....134
Advertising and Graphic Design....136
Air Conditioning, Heating and Refrigeration Technology....138
Architectural Technology....140
Associate Degree Nursing (Integrated)....142
Automotive Systems Technology....144
Basic Law Enforcement Training....146
Biotechnology....147
Building Construction Technology....149
Business Administration....151
Business Administration/Human Resources Management....153
Business Administration/Marketing and Retailing....155
Cardiovascular Sonography/Echocardiography Diploma....157
Computed Tomography & Magnetic Resonance Imaging Tech....159

Computer Information Technology 161
Computer Programming 163
Cosmetology 165
Court Reporting and Captioning 166
Criminal Justice Technology 167
Criminal Justice Technology: Financial Crime/Computer Fraud 169
Dental Assisting Diploma 171
Early Childhood Education 172
Electrical/Electronics Technology 174
Electronics Engineering Technology 176
General Occupational Technology 179
Global Logistics Technology 180
Health Information Technology 181
Health Unit Coordinator 183
Healthcare Management Technology 184
Human Services Technology 187
Human Services: Substance Abuse 189
Industrial Management Technology 191
Industrial Systems Technology 193
Information Systems Security 195
Machining Technology 197
Mechanical Engineering Technology 199
Medical Assisting 201
Medical Dosimetry 203
Medical Office Administration 205
Medical Sonography 207
Networking Technology 209
Nuclear Medicine Technology 211
Occupational Therapy Assistant 213
Office Administration 215
Office Administration: Legal 218
Paralegal Technology 220
Polysomnography 222
Polysomnography Certificate 224
Positron Emission Tomography 225
Radiation Therapy Technology 228
Radiography 228
Respiratory Therapy 230
Simulation and Game Development 232
Therapeutic Massage 233
Web Technologies 235
Welding Technology 237
University Transfer
Associate in General Education 241
Associate in Arts (Pre-Business, Criminal Justice, Education) 243
Associate in Fine Arts 246
Associate in Science 248

Pre-Engineering 251
DEVELOPMENTAL COURSES 253
COURSE PREFIX IDENTIFICATION 255
COURSE DESCRIPTIONS 259
INDEX 471

PITT COMMUNITY COLLEGE

Academic Calendar – 2009 - 2010

FALL SEMESTER 2009

Convocation	Thursday	August	13
Walk-In Registration: Day and Evening	Fri. & Mon.	August	14-17
Last Day for 100% Refund	Monday	August	17
Day and Evening Classes Begin	Tuesday	August	18
Schedule Changes (Registrar's Office Only)	Tues.-Thurs.	August	18-20
Last Day to Add Classes	Thursday	August	20
Weekend College - 1st Session Begins	Friday	August	21
Last Day to Drop Classes	Thursday	August	27
Last Day for 75% Refund	Thursday	August	27
Labor Day (campus closed)	Sat. - Mon.	September	5-7
Last Day to Officially Withdraw for 1st Weekend Session		October	2
Student/Faculty Fall Break	Friday	October	9
(Saturday/Sunday Weekend Classes Meet - October 10-11)			
Student Fall Break	Mon.-Tues.	October	12-13
Weekend College - 1st Session Ends	Sunday	October	18
(Saturday/Sunday Weekend Classes Meet)			
Priority Deadline to Apply for Fin. Aid for Spring 2010		October	15
Weekend College - 2nd Session Begins	Friday	October	23
PCC Open House			
Last Day to Officially Withdraw	Wednesday	November	11
Last Day to Remove Incompletes	Wednesday	November	11
Priority Registration for Spring Semester 2010	Monday	November	9
	- Friday	November	20
Student/Faculty Break (no classes)	Wednesday	November	25
Thanksgiving (campus closed)	Thursday	November	26
	- Sunday	November	29
Last Day to Officially Withdraw for 2nd Weekend Session		December	4
Self-Service Registration (Web & TAP)	Monday	December	7
	- Wednesday	December	23
Last Day of Day Classes	Monday	December	14
Last Day of Evening Classes	Wednesday	December	16
Final Exams (Day Classes)	Tuesday	December	15
	- Friday	December	18
Weekend College - 2nd Session Ends	Sunday	December	20
Final Grades Due	Monday	December	21
Student Vacation	Monday	December	21
	- Wednesday	January	6
Faculty Vacation	Tuesday	December	22
	- Sunday	January	3
Holiday Break (campus closed)	Wednesday	December	23
	- Sunday	January	3

SPRING SEMESTER 2010

Faculty Workday	Monday	January	4
Walk-In Registration: Day and Evening	Tues. & Wed.	January	5-6
Last Day for 100% Refund	Wednesday	January	6
Day and Evening Classes Begin	Thursday	January	7
Schedule Changes (Registrar's Office Only)	Thurs.-Mon.	January	7-11
Weekend College - 1st Session Begins	Friday	January	8
Last Day to Add Classes	Monday	January	11
Last Day to Drop Classes	Monday	January	11
Martin Luther King Holiday	Monday	January	18
Last Day for 75% Refund	Tuesday	January	19
Last Day to Officially Withdraw for 1st Weekend Session		February	12
Weekend College - 1st Session Ends	Sunday	February	28
Weekend College - 2nd Session Begins	Friday	March	5
Priority Deadline to Apply for Fin. Aid for Summer 2010		March	15
Last Day to Officially Withdraw	Tuesday	March	30
Last Day to Remove Incompletes	Tuesday	March	30
State Holiday (campus closed)	Friday	April	2
	- Sunday	April	4
Student/Faculty Spring Break	Monday	April	5
	- Sunday	April	11
Priority Registration for Summer Term 2010	Monday	April	12
	- Friday	April	23
Last Day to Officially Withdraw for 2nd Weekend Session		April	23
Self-Service Registration (WEB & TAP only)	Tuesday	May	4
	- Sunday	May	23
Last Day of Day Classes	Wednesday	May	5
Weekend College - 2nd Session Ends	Sunday	May	9
Last Day of Evening Classes	Monday	May	10
Final Exams (Day Classes)	Thursday	May	6
	- Tuesday	May	11
Final Grades Due	Wednesday	May	12
Graduation	Wednesday	May	12
Student Break	Wednesday	May	12
	- Monday	May	24
Faculty Break	Thursday	May	13
	- Sunday	May	23
Priority Deadline to Apply for Fin. Aid for Fall 2010		May	15

SUMMER TERM 2010

Walk-In Registration: Day and Evening	Monday	May	24
Last Day for 100% Refund	Monday	May	24
Summer Full-Term Classes Begin	Tuesday	May	25
Summer Mini Semester A Begins	Tuesday	May	25

Schedule Changes (Registrar's Office Only)	Wed. - Thurs.	May	26-27
Last Day to Add Classes	Thursday	May	27
Last Day for 75% Refund (Mini Sem. A)	Thursday	May	27
Memorial Day Holiday	Monday	May	29
Last Day to Drop Classes	Tuesday	June	1
Last Day for 75% Refund (Full Sem.)	Tuesday	June	1
Weekend College Begins	Friday	June	4
Last Day to Officially Withdraw (Mini Sem. A)	Friday	June	18
Mini Semester A Classes End	Monday	June	28
Mini Semester B Classes Begin	Tuesday	June	29
Last Day for 75% Refund (Mini Sem. B)	Thursday	July	1
Priority Registration for Fall Semester 2010	Thursday	July	8
	- Wednesday	July	21
No Weekend Curriculum Classes	Fri.-Sun.	July	2-4
Independence Day Holiday (campus closed)	Monday	July	5
Last Day to Officially Withdraw (Full Sem.)	Thursday	July	15
Last Day to Remove Incompletes (Full Sem.)	Thursday	July	15
New Student Orientation (no classes)	Tuesday	July	20
Self-Service Registration: TAP & Web only	Friday	July	30
	- Tuesday	August	17
Weekend College Ends	Sunday	August	1
Last Day of Classes (Full Semester & Mini B)	Tuesday	August	3
Final Grades Due	Wednesday	August	4
Student Break	Wednesday	August	4
	- Tuesday	August	17
Faculty Break	Thursday	August	5
	- Thursday	August	12
Convocation	Friday	August	13
Walk-In Registration: Day and Evening	Mon. & Tues.	August	16-17

CALENDAR OF SPECIAL EVENTS

Staff & Faculty Fund Drive	August 24 - September 15
Open House	October 24, 2009
PCC Fall Golf Classic	October 1, 2009
Fall Fest	October 28, 2009
Veteran's Day Ceremony	November 10, 2009
Holiday Show	November 6-8, 2009
Lights of Knowledge Tree Lighting	November 23, 2009
President's Reception	November 2009
Scholarship Auction	February 16, 2010
Academic Excellence Luncheon	March 26, 2010
Spring Fling	March 31, 2010
Graduation	May 12, 2010

BOARD OF TRUSTEES

Kelly Barnhill, Jr.	Greenville, NC
Randy Collier	Greenville, NC
Paul Davenport	Pactolus, NC
Gary Evans, Chair	Ayden, NC
Dr. Virginia Hardy	Greenville, NC
Dr. Peter J. Kragel	Greenville, NC
Charles Long	Farmville, NC
James A. Nelson, Jr.	Greenville, NC
Raymond Reddrick	Greenville, NC
A. Ray Rogers	Greenville, NC
Tyree Walker	Greenville, NC
Walter Williams	Greenville, NC

Honorary Trustees (ex-officio)
Phillip R. Dixon
Kay V. Whichard

SGA President (ex-officio)
Robin Hayson

PITT COUNTY BOARD OF COMMISSIONERS

Melvin C. McLawhorn
Chair

Kenneth Ross
Vice Chair

Jimmy Garris	Mark W. Owens, Jr.
David Hammond	Ephraigm Smith
Eugene James	Beth Ward
Tom Johnson, Sr.	

PITT COMMUNITY COLLEGE FOUNDATION

The Pitt Community College Foundation, Inc. was created to receive gifts and secure external resources for the college. Individuals wishing to contribute to the Foundation may contact Susan Nobles, Executive Director, at (252) 493-7287. Members of the Foundation are:

Tim Ballance	Greenville, NC
Vera Braswell, Secretary	Greenville, NC
Don Brown	Ayden, NC
Frank A. Cassiano, Jr.	Greenville, NC
Hope Clark	Macclesfield, NC
Sue Collier	Greenville, NC
Phillip R. Dixon	Greenville, NC
Billy Dunn, Chair	Winterville, NC
Gary Evans	Ayden, NC
Susan Everett	Greenville, NC
Phil Flowers	Greenville, NC
Craig Goess, Jr.	Greenville, NC
Lindsey Griffin	Greenville, NC
Chip Laughinghouse, Treasurer	Greenville, NC
Charlene Lee	Greenville, NC
Brenda Lewis	Greenville, NC
Dr. G. Dennis Massey	Greenville, NC
Don Mills	Greenville, NC
Mary B. Parsons	Greenville, NC
Mark Phillips	Greenville, NC
Jerry Powell	Greenville, NC
Dr. William Rasberry	Grifton, NC
Kenneth Ross	Greenville, NC
Donnie Skinner	Ayden, NC
Bobby Tripp	Greenville, NC
Linda Lynn Tripp, Vice Chair	Greenville, NC
Tony Tripp	Ayden, NC
Randy Walters	Farmville, NC
Mike Weeks	Washington, NC
Jane Whealton	Winterville, NC
Walter Williams	Greenville, NC
Curt Williford	Greenville, NC
Susan Q. Nobles, Exec. Dir.	Greenville, NC

Foundation Board Chair: Billy Dunn
Executive Director: Susan Q. Nobles
C/o Pitt Community College
P. O. Drawer 7007
Greenville, NC 27835-7007
(252) 493-7287
snobles@email.pittcc.edu

OFFICE OF THE PRESIDENT

G. Dennis Massey, Ph.D. ..... President
Kathryn M. Carnes, A.A.S ..... Administrative Assistant to the President
Susan Leggett, A.A.S. ..... Administrative Secretary, President
Brian P. Miller, Ed.D. ..... Assistant to the President and Director, Institutional Effectiveness

OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

Pamela Hilbert, Ed.D ..... Vice President, Academic Affairs
Janice H. Bundy ..... Administrative Assistant to the Vice President of Academic Affairs
Bill Cooper ..... Manager, Bioprocessing Center
Greg Smith, Ph.D. ..... Curriculum Coordinator, Bioprocessing Center
Kelly Turner, A.A.S. ..... Course Developer, Bioprocessing Center

Library

Lisa C. Driver, M.L.S. ..... Assistant Vice President, Learning Resources
Susan S. Basnight, M.L.S. ..... Cataloging Librarian
Stephanie P. Bowers, Ph.D., M.L.S. ..... Serials/Reference Librarian
Roxanne W. Davenport, M.L.S. ..... Director, Library Services
Angela Davis, M.L.S. ..... Reference Librarian
C. Shaneir Graham ..... Coordinator, Academic Support Lab
Cleola Johnson ..... Library Assistant
Lottie N. Joyner ..... Library Technical Assistant for Circulation Services
Linda C. Leighty, M.A., M.S. ..... Director, Learning Technologies
Lynn McCormick, M.L.S., Ed.S. ..... Coordinator, Library Evening Services
Teresa W. Thompson, A.A.S. ..... Library Technical Assistant for Learning Technologies
Rita B. Williams, A.A.S. ..... Bookkeeper/Administrative Assistant, Learning Resources

Curriculum Instruction

Daniel Mayo, M.P.A. ..... Assistant Vice President Academic Affairs
Tavondia Burdett, B.S., R.N. ..... Education Coordinator Bernstein Center
Laura Lynne Corbett, A.A. ..... Facilities Scheduling Officer
Nancy Evans, M.S. ..... High School Liaison/Student Advisor
Faith P. Fagan, A.A.S. ..... Administrative Secretary Cooperative Education and Secondary Alliances

Tina L. Farmer, A.A.S. ..... Coordinator, Course Development Support
Don Hazelwood, M.S.I.T. ..... Coordinator, Instructional Technology and Distance Education
Linda Howell ..... Technical Assistant
Penny M. Hyde, B.S. ..... Director, Cooperative Education and Secondary Alliances
Kim Rouse, A.A.S. ..... Administrative Assistant to the Office of Instructional Technology and Distance Education
JoAnn Schuhbauer, B.S. ..... Administrative Assistant to the Assistant Vice President, Academic Affairs
Alton Wadford, B.S. ..... Director, Weekend College and Evening Programs

Arts and Sciences Division

Stephanie Manley-Rook, Ph.D. ..... Dean, Arts and Sciences Division
Patricia Adams, M.A. ..... Instructor, Social Sciences
Deborah Ambert, M.S. ..... Instructor, Science
Tammy J. Atchison, M.S. ..... Instructor, Science
Gregory P. Baldwin, M.A.Ed. ..... Instructor, English and Humanities
Patricia Baldwin, M.A. ..... Department Chair, University Transfer and Foreign Languages
Hilda P. Barrow, M.A.Ed ..... Department Chair, Developmental Studies
Milos Beljin, M.D. ..... Instructor, Science
Donna Bivans, M.S. ..... Instructor, Science
James Blake, Ph.D. ..... Instructor, Social Sciences
Margaret M. Boles, M.A. ..... Instructor, Mathematics
John R. Buck, M.A. ..... Instructor, Science
Samantha Chauncey, M.A. ..... Instructor, Science
James Joseph Clark, M.A. ..... Instructor, English and Humanities
Russell Clift, M.S. ..... Instructor, Science
Amy Cole, M.A. Ed. ..... Instructor, Mathematics
Ulla Dittmar, M.S. ..... Instructor, Biotechnology
Tommy Eason, M.A. ..... Instructor/Counselor/Recruiter, Physical Education and Baseball Coach
Fanette Entzminger, M.S. ..... Instructor, Science
Edwin Franklin, B.S. ..... Instructor, English – Developmental
Bonnie Galloway, M.A.Ed. ..... Instructor, Mathematics
Regina Garcia, B.S. ..... Instructor, English – Developmental
Teresa Garris, A.A.S. ..... Administrative Secretary, Math and Physics
Charles Goodman, M.S. ..... Instructor, Physics/Astronomy
Melva Lois Gray, M.A. ..... Instructor, AGE Technical
Jennifer Gurley, B.A. ..... Administrative Secretary, Developmental Studies
Micah Harris, M.A.Ed, M.A ..... Instructor, English and Humanities
Anthony J. Holsten, M.A. ..... Instructor, English and Humanities
JoAnne J. James, M.A. ..... Composition Coordinator, English and Humanities

Victor E. James, Jr., M.S. ..... Department Chair, Social Sciences
Sue F. Jefferson, M.A. ..... Department Chair, English and Humanities
Nancy Jesmer, A.A.S. ..... Administrative Secretary, AGE Technical Department
Kelly Jones, M.A. ..... Instructor, English and Humanities
Ana Jimenez-Leary, M.A.Ed. ..... Instructor, Foreign Language
Velislava Karaivanova, Ph.D. ..... Instructor, Science
Judith Kasperek, M.A ..... Department Chair, Science
Donald King, M.A.Ed. ..... Instructor/Advisor, AGE Technical Department
Rebecca Knapp, B.S. ..... Instructor, Developmental Studies
Shirley Kuhn, M.S. ..... Instructor, Social Sciences
Marcia J. Lambert, M.A. ..... Instructor, Mathematics
Susan Leggett, A.A.S. ..... Administrative Secretary, Science
Jennifer Leigh, B.A. ..... Instructor, English – Developmental
Monte Little, M.A.Ed. ..... Instructor, Social Sciences
Lori Lowry, A.A.S. ..... Administrative Secretary, English and Humanities
Sarah Mangum, M.D. ..... Instructor, Science
Tom K. Marsh, M.A. ..... Instructor, Social Sciences
Cecilia Moore-Cobb, M.L.S., M.A. ..... Instructor, English and Humanities
Glynis Mullins, B.S. ..... Instructor, Mathematics – Developmental
Sadie Oates, M.A. ..... Instructor, Social Sciences
Dana Parker, B.A., M.A.Ed. ..... Chair, AGE Technical Department
Marguerite Parker, M.A. ..... Instructor, English and Humanities
Jeff Ramey, M.A.Ed. ..... Instructor, Social Sciences
Catherine Reynolds, M.A. ..... Instructor, English and Humanities
Jeff Rorer, M.S. ..... Instructor, Science
Charles E. Saunders, M.A. ..... Instructor, Social Sciences
Dustin Sharp, B.S. ..... Instructor, Mathematics - Developmental
Anita Smith, M.A. ..... Lead Instructor, Foreign Language
Lara Smith, M.A. ..... Instructor, Mathematics
Wanda Smith, A.A.S. ..... Administrative Assistant, Arts and Sciences Division
Darlene Smith-Worthington, M.A. ..... Instructional Coordinator, Developmental Studies
Vandana Srivastava, M.S., M.A.Ed.. ..... Instructor, Mathematics
Daniel Stanford, M.F.A. ..... Instructor, English and Humanities
Sallie Stone, M.A.Ed. ..... Instructor, English – Developmental
Katalin Szucs, Ph.D. ..... Program Coordinator, Mathematics
Elizabeth Turnage, B.A. ..... Instructor, Developmental Studies
Christina Weeks, M.S. ..... Department Chair, Biotechnology
William White, B.S. ..... Instructor, Mathematics – Developmental
Linwood E. Woodard, M.A. ..... Instructor, Social Sciences
Stephanie Woodley, M.A. ..... Chair, Math and Physics
Daniela Zemanek, M.S. ..... Instructor, Mathematics

Business Division

Donald E. Lee, Ed.D. ..... Dean, Business Division
Shelley Allen, M.S.Ed. ..... Instructional Coordinator, Information Systems Technology – College Transfer
Tim J. Broadwell, M.B.A. ..... Instructional Coordinator, Accounting
Hope V. Clark, M.A.Ed., C.A.S. ..... Instructional Coordinator, Marketing and Retailing
Shannon Cotnam, Ed.D. ..... Instructor, Information Systems Technology
John M. Daugherty, M.B.A. ..... Department Chair, Administrative and Medical Office Technology
Mary M. Daughtry, B.S.B.E. ..... Instructor, Office Administration
Mike Ervin, M.B.A. ..... Instructor, Business Administration
Leatrice T. Freer, M.B.A. ..... Instructional Coordinator, Business Administration
Anthony Garner, M.A.Ed. ..... Instructor, Information Systems Technology
Charles Griffin, M.B.A. ..... Instructor, Business Administration
Richard Grimes, A.A.S. ..... Technical Coordinator/ Information Systems Technology Instructor
Emily Harrington, B.S.B.E. ..... Instructional Coordinator, Information Systems Technology, Computer Information Technology
Ray Heath, M.A. ..... Instructional Coordinator, Human Resources Management
Valentina Holder, M.A.Ed., R.H.I.A. ..... Instructor, Medical Office Administration
Joseph L. Jeansonne, M.S.I.T. ..... Instructional Coordinator, Networking Technology, Microsoft IT Academy
J. Franklin Lee, M.B.A. ..... Instructor, Business Administration
Lynn Lee, B.S. ..... Instructor, Office Administration
William R. Lewis, II, B.S. ..... Instructional Coordinator, Information Systems Security
Marla McLawhorn, B.S., R.H.I.A., CPC ..... Instructor, Medical Office Administration
Priscilla Moore-Rodgers, A.A.S. ..... Adminstrative Assistant, Business Division
Bertha A. Mooring, A.A.S. ..... Administrative Assistant, Business Division
Karen Mozingo, M.S.A. ..... Department Chair, Business Administration
Melissa Rhodes, M.P.A. ..... Instructor, Healthcare Management Technology
Gregory E. Robison, M.A.Ed. ..... Department Chair, Information Systems Technology
Glen Royster, M.S. ..... Instructor, Information Systems, Networking Technology, CISCO Local Academy
Karen Sabo, B.S. ..... Instructional Coordinator, Healthcare Management Technology
Melanie Sparks, M.S. ..... Instructor, Information Systems Technology, Programming
Nanette Stillwell, M.A.Ed. ..... Instructional Coordinator, Web Technologies, Test Center Administrator
William Sypawka, M.B.Ed ..... Instructional Coordinator,

Information Systems Technology, Programming
Robert P. Tallo, M.A.Ed.....Instructor, Accounting
Wanda Card Tenpenny, B.S., R.H.I.A., CPC ..... Instructional Coordinator, Medical Office Administration
Allyson Woolard, B.S., R.H.I.A..... Instructor, Medical Office Administration
Kathy Worthington, M.A.Ed..... Instructional Coordinator, Office Administration

Construction and Industrial Technology Division

Van Madray, M.Ed. ..... Dean, Construction and Industrial Technology Division
Beryalai Angar, M.S.E.E.....Instructor, Electronics Engineering Technology
Ward L. Bradshaw, M.Ed.....Instructor, Building Construction Technology
Joe Brittain, A.A.S. .....Department Chair, Electrical/Electronics Technologies
Faye T. Causey, Diploma ..... Administrative Assistant, Construction and Industrial Technology Division
Keith G. Drury, B.A. ..... Instructor, Air Conditioning, Heating, and Refrigeration Technology
Tony F. Gallardo, A.A.S.....Coordinator, Industrial Systems Technology
Kimberly B. Gaylord, B.S..... Instructor, Mechanical Engineering Technology
Peter E. Gregory..... Instructor, Automotive Systems Technology
William M. Hill, B.S. .....Department Chair, Building Construction Technology
William B. Hofler, M.S. .....Instructor, Architectural Technology
M. Derek Hunter, CMfgT, A.A.S. .....Department Chair, Mechanical Engineering Technology
Stacy Jarrell, B.F.A. ..... Instructor, Advertising and Graphic Design
Michael L. Knight, A.A.S. .....Instructor, Electrical/Electronics Technology
Roy C. Lanier, A.A.S. .....Department Chair, Welding Technology
Norman K. Lilley, B.S. .....Department Chair, Automotive Systems Technology
Thomas C. Lyons, III, B.S. .....Instructor, Architectural Technology
David G. Manning, A.A.S..... Coordinator, Industrial Management Technology/Campus Safety Officer
Calvin J. Mayo, A.A.S. .....Department Chair, Machining Technology
William E. Mozingo, A.A.S. .....Department Chair, Air Conditioning, Heating, and Refrigeration Technology
Bobby E. Perkins, Jr., B.S. .....Instructor, Welding Technology
James T. Pinkham, B.F.A. .....Instructor, Building Construction Technology
Eddie C. Sherrod, A.A.S. .....Curriculum Coordinator, Electrical/Electronics Technology
Amy T. Stephenson, B.S. .....Curriculum Coordinator, Electronics Engineering Technology
Prentice Tyndall, Jr., B.S..... Instructor, Electronics Engineering Technology

Walter G. Underwood, A.A.S. ..... Instructor, Automotive Systems Technology
Leonard C. Van Staalduinen, B.E.D.A..... Department Chair, Architectural Technology
Maurey D. Verzier, B.F.A. ..... Instructor, Architectural Technology
Tollie West, III, A.A.S..... Curriculum Coordinator, Masonry
Eleanor M. Willard, M.F.A. ..... Department Chair, Advertising and Graphic Design
Teresa A. Williams, B.S. ..... Instructor, Welding Technology

Health Sciences Division

Donna V. Neal, B.A.S., RRT, RCP..... Dean, Health Sciences Division
Janet Adams, B.A., CHUC..... Instructional Coordinator, Health Unit Coordinator Program
Rhonda Asher, B.S.M.T, (ASCP), C.M.A.(AAMA)..... Instructor, Medical Assisting
Wendy W. Ayscue, B.S., RRT, RCP..... Interim Department Chair, Respiratory Therapy & Polysomnography
Shannon Marie Baker, R.N., M.S.N. ..... Instructor, Nursing
DiAnne Cannon, A.A.S., CST ..... Administrative Secretary, Health Sciences Division
Karen Carpenter, R.N., M.S.N., A.N.P ..... Instructor, Nursing
Scott J. Clinefelter, CNMT, RTN, M.A.Ed..... Instructional Program Director, Nuclear Medicine Technology
Tina Clinefelter, R.T. (R), (CT), (MR), M.S..... Program Director, CT/MRI Technology
Kendall Commodore, RRT, RCP ..... Instructor, Respiratory Therapy
Heather F. Costanzo, A.A.S., RDMS, RDCS..... Instructor, Medical Sonography/Echocardiography
Pamela Dail, R.N., M.A.Ed ..... Instructor, Nursing
Candace Frye, M.A., LMBT..... Program Director, Therapeutic Massage
Kelly M. Gargiulo, B.S., RT(T)..... Clinical Coordinator, Radiation Therapy
Gerald "Jay" Gaskins, R.N., M.S.N..... Instructor, Nursing
Lisa S. Gay, B.S., R.H.I.A. ..... Instructor, Health Information Technology
Kay Gooding, M.P.H., M.A.Ed., R.H.I.A ..... Department Chair, Health Information Technology
Teresa W. Griffith, A.A.S., CNMT..... Instructor, Nuclear Medicine & Positron Emission Tomography
Tommianne Haithcock, A.A.S., C.O.T.A/L. ..... Fieldwork Coordinator, Occupational Therapy Assistant
Christine Harris, A.A.S., C.M.A.(AAMA) ..... Instructor, Medical Assisting/ CPR Coordinator, CTC Training Center
Krystal Sugg, A.A.S., C.M.A.(AAMA)..... Department Chair, Medical Assisting

Rosalie Jacobi Hutchens, B.F.A., LMBT.....Administrative Secretary, Fieldwork Placement
Kelli Jones, R.N., M.S.N. ..... Instructor, Nursing
Alison Knox, R.N., M.S.N. ..... Instructor, Nursing
Ann Brown Land, A.A.S., CEOE ..... Administrative Assistant, Health Sciences Division
Karen M. Lee, B.S., RT(R) .....Program Director, Radiography
Shawne Llewellyn, R.N., M.S.N., F.N.P. ..... Instructor, Nursing
Mara MacKenzie, R.D.M.S., R.D.C.S., RVT, A.A.S.....Program Director, Medical Sonography/Cardiovascular Sonography
Chris Mann, R.D.C.S., R.T.-R., B.S. .....Clinical Coordinator, Medical Sonography/Echocardiography
Angela Martin, R.N., B.N. ..... Instructor, Nursing
Sandra G. Mathis, B.A., RPSGT, RLVT..... Program Director, Polysomnography
Kimberly Mills, B.S., RT(T).....Clinical Coordinator, Radiation Therapy
Susan Moore, CNMT, A.A.S. .....Clinical Coordinator, Nuclear Medicine Technology
Valerie R. Opphile, RT-R, A.A.S. ..... Instructor, Radiography
Pamela Paige, RT-R, A.A.S..... Instructor, Radiography
Gayle Pate, B.S., LMBT .....Clinical Coordinator, Therapeutic Massage
Wendy Perrini, M.S., OTR/L, CHT .....Department Chair, Occupational Therapy and Therapeutic Massage
Karen Speight, A.A.S., RT(R), RDMS, RVT.....Clinical Coordinator, Medical Sonography
Elaine Spencer, M.A., R.T.(T) ..... Department Chair, Radiologic Sciences Program Director, Radiation Therapy Technology/Medical Dosimetry
Rusty Sugg, B.A.S., RRT, NPS, RCP .....Interim Clinical Education Director, Respiratory Therapy
Elizabeth DeJesús Toderick, R.N., M.S.N. ..... Director, Nursing
VACANT ..... Instructor, Nursing
VACANT ..... Instructor, Nursing
VACANT .....Clinical Coordinator, Polysomnography
VACANT ..... Clinical Coordinator, Radiography
VACANT .....Instructor, Medical Assisting/CPR

Legal Science/Public Service Division

Wayne Coates, B.A., M.J.A. .....Dean, Legal Science Division
Philip Baggett, M.A. ..... Instructor, Legal Sciences
Catherine Cahoon, A.A.S.....Administrative Secretary, Law Enforcement Training
Angela Campbell, A.A.S..... Instructor, Greeenhouse and Grounds Maintenance
Lora G. Clark, J.D., B.A. ..... Department Chair, Paralegal
Katherine Y. Collins, M.S.H.E..... Department Chair, Early Childhood
Robert L. DeSoto, M.S., M.S.W., A.C.S.W, C.C.S.W. ..... Instructor, Human Services Technology

Brenda Harper Ernest, M.S.H.E. ..... Instructor, Early Childhood
Altrice Gales, M.S. ..... Instructor, Criminal Justice
Cyndra H. Gasperini, M.S.H.E., M.A.Ed. ..... Instructor, Early Childhood
Cara N. Herrington, M.S., LPC, CRC-MAC, CCAS, CSI ..... Substance Abuse Program Coordinator/Instructor, Human Services Technology
Linda Howery ..... Cosmetology
Jeff Robinson, B.A. ..... Instructional Director, Law Enforcement Training
Jason Sims, A.A.S. ..... Department Chair, Greenhouse and Grounds Maintenance
Vernon Gilbert Snyder, III, J.D., B.A. ..... Instructor, Paralegal
C. Ray Taylor, M.A., M.A.Ed., Ed.D., L.P.A. ..... Department Chair, Human Services Technology
Jody B. Venters, A.A.S. ..... Administrative Assistant, Legal Science Division
Ryan Willhite, B.S. ..... Instructional Coordinator, Law Enforcement Training

Preschool Laboratory Staff

Sherry Dendy, B.S. ..... Director, Preschool Laboratory
Helen Aycock, A.A.S. ..... Preschool Teacher
Sarah Crawford, A.A.S. ..... Preschool Teacher
Lakisha Elbert, A.A.S. ..... Preschool Teacher
Annie Hall, A.A.S. ..... Preschool Teacher
Daphene Joyner, A.A.S. ..... Preschool Teacher Assistant
Mary Jane LaNeave, M.S.H.E. ..... Preschool Teacher
Deborah Parker-Cannon, A.A.S. ..... Preschool Teacher
Pam Reason ..... Part-Time Teacher Assistant
Deena Turner, A.A.S. ..... Preschool Teacher Assistant
Brenda B. Whichard ..... Administrative Secretary, Preschool
VACANT ..... Cook

Continuing Education and Community Development

David Lusk, Ed.D. ..... Dean, Continuing Education and Community Development
Ella Barnes, A.A.S. ..... Administrative Secretary, Basic Skills and HRD
Marilyn Beaumont. M.Ed. ..... Director, Basic Skills
Tammy Buck, M.A. ..... Coordinator/Instructor, Basic Skills/ Compensatory Education
Nancy Bunch, R.N., A.D.N. ..... Instructor, Nursing Assistant Program
Glenda Cannon, A.A.S. ..... Administrative Assistant, Healthcare Programs
Lewis Coble, F.F., E.M.T.-P., A.A.S. ..... Emergency Management Coordinator
JoAnn Elkins, A.A.S. ..... Administrative Assistant to the Dean, Continuing Education and Community Development
Jim Ensor, C.P.P., M.B.A. ..... Director, Small Business Center

Jan Fisher, M.S. ..... Coordinator, Basic Skills
Belinda Grubbs, M.A.Ed. ..... Instructor/Coordinator, Basic Skills
Mary Higgs ..... Administrative Secretary, Director, JobLink
Jackie Jones, B. A. ..... Instructor, Compensatory Education
Glenda Joyner, B.S. ..... Coordinator, Human Resources Development
Brandy Maxwell, A.A.S. ..... Administrative Assistant, Business and Industry Services
Eddie Meeks ..... School Director, Fire and Rescue Training
Angela Jones Moore ..... Information/Receptionist/Clerk Pitt County JobLink Career Center
Gail Nichols, B.S. ..... Coordinator, Small Business Center
Mary Paramore, M.A.Ed. ..... Director, Business and Industry Services
Heidi L. Perkins, A.A.S. ..... Administrative Assistant, Public Safety Instruction
Debra Premo, R.N., B.S.N. ..... Coordinator/Instructor, Nursing Assistant Program
William Price ..... Coordinator, Detention Programs
Jean Sherrod ..... Coordinator/Instructor, Basic Skills
Lisa Smith, B.S. ..... Admissions and Registration Assistant
Anna Thompson, B.A. ..... Instructor, Learning Center
Lou A. Tugwell, R.N. ..... Director, Healthcare Program
Beverly Webster, B.A., M.A. ..... Chief GED Examiner
Mary T. Whitehead, B.A. ..... Administrative Secretary, Basic Skills
Peggy A. Williams, B.S. ..... Instructor, Compensatory Education
Bryan Williamson, B.A. ..... Data Management Specialist
Kyle Willis, R.N., B.S.N., N.R.E.M.T.-P. ..... Coordinator, Emergency Medical Services Programs
VACANT ..... Coordinator, Computer Technology and Community Programs

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Susan E. Everett, M.S. ..... Vice President, Administrative Services
R. Guerry Barbee, M.A.Ed. ..... Construction Project Manager
Larry C. Dendy, Ed.D. ..... Assistant Vice President, Planning and Research
Jennifer G. Joyner, A.A.S. ..... Research Assistant
Connie S. Lloyd, B.S., C.B.M.I. ..... Internal FTE Auditor
Brian P. Miller, Ed.D. ..... Assistant to the President and Director, Institutional Effectiveness
Julie H. Moseley ..... Administrative Assistant to the Vice President, Administrative Services
Matthew Smith, M.S. ..... Research Coordinator

Business Manager

Ricky D. Brown, M.B.A. ..... Business Manager
Randy Allen, M.S.A. ..... Manager, Copy Center
Lillie Andrews, A.A.S. ..... Courier Services Technician
Vickie Bowen ..... College Store Clerk
Jennifer Bryant ..... Accounting Technician
Scott Chauncey, B.A. ..... Equipment and Inventory Control Officer
Kelly J. Clark, A.A.S. ..... Administrative Secretary, Business Manager
Robert B. Conway ..... Manager, Courier/Shipping and Receiving
Frances Daugherty ..... Head Cashier
Holly A. Edwards, B.S. ..... Assistant Manager, College Store
Jenny B. Edwards, A.A.S. ..... Director, Purchasing
Ashley Frank, A.A.S. ..... Cashier
Becky Godley ..... Payroll Technician
Pat Hardee, A.A.S. ..... Purchasing Technician
Judy Harris, A.A.S. ..... Manager, College Store
Kathryn T. Harrison ..... College Store Clerk
Tia S. Holloman, B.S.B.A. ..... Payroll Manager
Cynthia Jernigan, B.S. ..... Staff Accountant
James G. Landen, A.A.S. ..... Copy Center Production Technician
Bethany Lane, A.A.S. ..... Staff Accountant
Rudy Lloyd, B.S. ..... Courier Services Technician
Angie Peaden, A.A.S. ..... Accounts Payable/Travel Technician
Tracey Rabun, A.A.S. ..... Accounts Receivable/Cashier Supervisor
Ntina Turner ..... College Store Clerk

Campus Police

Alan T. Edwards, B.A. ..... Chief, Campus Police
Timothy Barfield, BLET Certified ..... Campus Police Officer
H. Lee Bowen, A.A.S. ..... Sergeant, Campus Police
Brian Commodore, BLET Certified ..... Campus Police Officer
Donna C. Huggins, A.A.S. ..... Dispatcher/Administrative Secretary, Campus Police
Clarence B. Penn, Jr., BLET Certified ..... Campus Police Officer
Jay Shingleton, B.S. ..... Sergeant, Campus Police

Facility Services

Ashley Dail, HVAC License, Diploma ..... Director, Facility Services
Bobby L. Allen ..... Housekeeper
Ashleigh Arp, A.A.S. ..... Information Receptionist
Keith W. Bielby, Sr., Diploma ..... Supervisor, Grounds
Willie Brown, Jr., Diploma ..... Housekeeper
David L. Carmon ..... Housekeeper
Marty Corbett ..... Housekeeper

Kelvin Cox ..... Groundskeeper Assistant
Willie L. Cox ..... Housekeeper
Mae Lee Daniels ..... Housekeeper
James T. Gorham ..... Supervisor, Night Housekeeping
James Kornegay ..... Groundskeeper Assistant
Oswald "Buddy" Lewis ..... Maintenance Mechanic
Kelly Moore, A.A.S. ..... Administrative Secretary, Facility Services
Timothy Moore, Electrical License, Diploma ..... Maintenance Technician
Cory Roberson ..... Groundskeeper Assistant
Larry Smart, Electrical License, A.A.S. ..... Maintenance Technician
VACANT ..... Maintenance Mechanic

Human Resources

Debra P. McGowan, M.A. ..... Director, Human Resources
Louise Germain, B.A. ..... Administrative Secretary, Human Resources
Kay Lee, A.A.S. ..... Human Resources Assistant
Stephanie Posey, B.A., B.A. ..... Human Resources Assistant

Information Technology and Services

Cindy Halliday, B.S., M.B.A. ..... Assistant Vice President, Information Technology and Services
Kris Anderson, B.S. ..... HelpDesk Supervisor
Jason K. Bratton, A.A.S. ..... Personal Computer Technician
Susan D. Counterman, B.S. ..... System Programmer
Karen LeMoine, B.S., CCNA, CCAI ..... Network Administrator
James P. Leo ..... Coordinator, IT Research & Special Projects
Kathryn T. Minnick, A.A.S. ..... Administrative Assistant, Assistant Vice President, Information Technology and Services
Frank Norris, A.A.S. ..... Web Administrator
Rick Owens, M.B.A., B.S. ..... Director, Infrastructrue Services
Joseph L. Schuhbauer, M.B.A., M.S. ..... Director, Administrative Computing
Jordan Taylor, B.S. ..... Systems Administrator, Colleague
Billy Vines, A.A.S. ..... Systems Administrator
Wes Wooten, B.S.B.A., A.B.A., A.A.S. ..... Director, Computer Support
VACANT ..... Technical Analyst

OFFICE OF THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

Susan Q. Nobles, M.Ed. ..... Vice President, Institutional Advancement
Gretchen Baugh, A.A.S. ..... Marketing Specialist
Lisa B. Elmore, A.A.S., CEOE ..... Administrative Assistant to the Vice President, Institutional Advancement

Rob Goldberg, B.A. ..... Communications Specialist
Debra Gray, M.S., C.A.S. ..... Coordinator, VISIONS Program
Dewey Grubb, A.A.S. ..... Campaign Director/Development Director
D. Gene Hemby, B.S. ..... Resource Development Assistant/VISIONS Advisor
Elizabeth Haddock, M.S. ..... Coordinator, HORIZONS Program
Jane Power, B.I.D. ..... Director, Marketing

OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES

Donald R. Spell, Ed.D. ..... Vice President, Student Development Services
Ella L. Atkinson, A.A.S. ..... Assistant Registrar
William (Junior) Bailey, B.S. ..... Student Activities Specialist/ Athletic Director/Softball Coach
Jessica Blake, M.A.Ed. ..... Counselor
Michael L. Bridgers, M.P.A., C.D.T. ..... Director, Disability Services
Joanne T. Ceres, M.A. ..... Director, Enrollment Management and Registrar
Sharon Ceres, B.A. ..... Placement Testing Assistant
Yvette Chauncey, A.A.S. ..... Assistant Registrar
Angela Cline, B.A. ..... Financial Aid and Registration Customer Service Representative/VA Coordinator
Ray W. Congleton, M.A.Ed. ..... Counselor
Angela Council, B.S. ..... Admissions and Records Specialist
Angelene R. Dixon-Green, A.A.S. ..... Administrative Secretary, Counseling
LaTonya M. Evans, M.A. ..... Director, TRIO Student Support Services
Betty Foreman, A.A.S. ..... Administrative Assistant, Student Services
Lyudmila Galeyera, M.S. ..... Math/Science Academic Specialist, TRIO Student Support Services
Donna J. Gibbs, M.S. ..... Evening Counselor
Happy Gingras, M.A. Ed. ..... Coordinator, Placement Testing
Andre Gregory, B.A., M.A. ..... Coordinator, Minority Male Mentoring Program
Andrea Harper, A.A.S. ..... Admissions and Records Specialist
Lenora Harvey, A.A.S. ..... Administrative Secretary, Disability Services
Sandra Hickman, M.A.Ed. ..... Counselor
Rosemary Johnson, M.B.A. ..... Financial Aid Assistant
Helen M. Kelley, B.S. ..... Administrative Secretary/Switchboard
Tami Kernen, M.A.Ed. ..... Career Services Coordinator
Carnell Lamm, M.A., M.A.Ed., M.S.A. ..... Counselor
Ernis A. Lee, B.A. ..... Director, College Outreach
Norma Manning, B.S. ..... Financial Aid Assistant
Tabitha Miller, M.A. ..... English/Reading Academic Specialist, TRIO Student Support Services
April L. Moore, A.A.S. ..... Administrative Assistant to the Vice President, Student Development Services
Jamelle Moore, A.A.S. ..... Administrative Secretary, TRIO Student Support Services

Ava Pugh ..... Admissions and Records Specialist
April Risby, M.Ed. ..... Disability Services Counselor and Mental Health Services
Theresa Rawls, B.S. ..... Administrative Secretary, Counseling
Jeff Ramey, M.A.Ed. ..... Intramurals/Recreation Coordinator
Lisa M. Reichstein, B.S. ..... Director, Financial Aid Services
Leslie D. Rogers, M.Ed. ..... Assistant Vice President, Student Services
Sonji Rowsom, B.S. ..... Assistant Director, Financial Aid Services
Mary Lee Smart, A.A.S. ..... Administrative Secretary, Counseling/Student Services
Marguerite C. Stephens, M.A.Ed. ..... Coordinator, Student Activities
Jenni Smith, M.A.Ed. ..... Counselor
Mary L. Tate, M.A.Ed. ..... Coordinator, Retention and Student Success
Mary Tyson, B.S. ..... Admissions and Records Specialist
Joy Tucker, M.A. ..... Coordinator, Tutorial and Academic Success Center/International Programs and Services
Kim Waters, M.S. ..... Counselor, TRIO Student Support Services
Rhonda J. Wells, A.A.S. ..... Admissions and Records Specialist
Wendy Wooten, B.S. ..... Financial Aid Assistant
Dawn Worthington, A.A.S. ..... Administrative Secretary, Financial Aid
VACANT ..... English/Reading Academic Specialist, Student Support Services

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the North Carolina State Board of Education as an industrial education center. The college began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the first president of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute. The name was changed in July 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964 84. During those two decades, the institution's enrollment continued to grow, two technical classroom buildings were constructed, and the college expanded its instructional focus to include college transfer programs by becoming a comprehensive two-year community college. In 1979, the NC General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College.

Dr. Charles E. Russell was named President of Pitt Community College in 1984. He served as President until August 2003. During his leadership, the college's annual enrollment grew to 7,822 curriculum and 11,045 non-curriculum students. Due to the enrollment growth, the campus constructed seven new classroom facilities and purchased 103 acres of land for campus expansion.

The growth of the college also increased the demand of services that the college provided for students. In 1996, the college began its participation in Division I intercollegiate baseball. During the next 12 years, the college expanded its athletic programs to include intramural sports and golf, women's softball and volleyball, men's baseball and basketball intercollegiate programs.

In the Fall of 1997, Pitt Community College, as well as the entire North Carolina Community College system, converted from a quarter system to a semester system. This significant academic process change, as well as the development of internet based instruction, and the implementation of a new system-wide computer information system enhanced educational opportunities for the college's students.

In 2003, Dr. G. Dennis Massey was selected to serve as the college's fourth president. During his leadership, the college has developed a facility master plan, expanded its curriculum and non-curriculum programs, increased its enrollment, increased its number of faculty and staff employees, offered instruction in centers located throughout the community, and implemented a professional development plan and leadership institute.

Since 2004, the college has developed four community-based centers to provide instructional services to specialized populations:

1. Greenville Center - Continuing Education, Small Business Center, and Law

Enforcement Training
2. Pitt County Technical Center - Biotechnology and Bioprocessing programs
3. Public Safety Training Center - firing range
4. Greenville Intergenerational Center - Construction design and building laboratory.

Throughout PCC's history, continued enrollment growth has demanded an expansion of college instructional facilities. Since 2002, PCC has ranked last among the 58 NC community colleges in the number of square footage of space provided for its students. The college has successfully participated in three local bond referenda and one statewide bond referendum to generate funding for classroom buildings.

In addition to local and state funding, the college has secured grants and developed support from its foundation. In January 2008, the PCC Foundation began an $8 million capital campaign to secure funding for the expansion of the health sciences facilities, to enhance program and scholarship endowments, to purchase new technology, and to fund professional development funds for the college's employees.

In 2008, Pitt Community College offers 61 associate degree programs, numerous certificate programs, diploma programs, and college transfer programs. In support of the college's mission to educate and empower people for success, the institution strives to provide high quality general education, liberal arts and sciences, career education, continuing education, and developmental education. PCC has become well recognized for its excellent health science programs, business, industrial, construction, public safety programs, college transfer programs, and collaborative programs with local public schools. During fall semester 2008, 7,200 curriculum students and 6,800 continuing education students were enrolled. The college ranks seventh according to enrollment among the NC Community College System.

LOCATION

The College is located on Highway 11 South, between Greenville and Winterville. The College's physical address is 1987 Pitt Tech Road, Winterville, NC 28590. The mailing address is P. O. Drawer 7007, Greenville, NC 27835-7007.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to educate and empower people for success

* In life
* In higher education
* In the workforce
* In a global economy

This mission will be achieved by

* Encouraging lifelong learning
* Establishing positive learning environments
* Ensuring academic excellence
* Enhancing economic development and quality of life and
* Emphasizing multicultural experiences

DIVERSITY LEADERSHIP STATEMENT

Pitt Community College is committed to creating and fostering an environment which is conducive to the inclusion of minorities and females in student, faculty, and staff leadership roles. We believe that the basis of diversity is to create a climate in which the needs, values, and talents of individuals of all cultures and backgrounds are recognized, understood, and addressed in our classrooms and in our workplace.

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement. These students will be classified as Special Credit students (T90990).

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants. For admissions information call (252) 493-7232.

GENERAL ADMISSIONS

The basic requirements for curricular programs (Health Sciences Admissions and College Transfer Admissions excepted) are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in General Education and Associate in Applied Science degrees and for most diploma and certificate programs. An official high school transcript or equivalency certificate is required. (Note that a "certificate of attendance" does not constitute high school graduation). Certain diploma and certificate programs require students to have at least eight units of high school work or

special permission granted by the department chair. Those selected programs not requiring high school graduation are:

Basic Wiring (certificate option)
Electrical/Electronics (diploma option)
Industrial Controls (certificate option)
Masonry (diploma and certificate options)
Programmable Logic Controllers (certificate option)
Residential Carpentry (diploma option)
Welding Technology (diploma and certificate options)

2. Each applicant must submit a completed Application for Admission.

3. All students take placement tests with the exception of those transfer students who have successfully completed college-level English and mathematics. To qualify for a waiver based on this exception, the student must present a post-secondary transcript documenting the college-level English and/or mathematics to the admissions counselor. Waivers are also available for students who have made a minimum score on the SAT or ACT. (See ASSET and COMPASS Placement Testing below for additional information.)

4. Applicants for Electronics Engineering Technology and Architectural Technology should have completed one unit of algebra and one unit of geometry.

5. Each applicant should make an appointment with an admissions counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

6. Each applicant should make an appointment to see his/her assigned advisor in the selected program of study. The first advising session will introduce the student to the academic requirements and courses necessary to complete the program of study. Subsequent advising sessions will guide the student in creating an educational plan for academic and career goals, choosing appropriate courses, creating semester schedules, and completing graduation requirements or transferring to a senior institution.

PLACEMENT TESTING

The Accuplacer test is offered during select day and evening lab hours on a walk-in basis. The Accuplacer is an untimed computer based placement test. The ASSET is timed paper and pencil based placement test. Any student who wishes to take the ASSET test must schedule an appointment to do so. Students who require special accommodations will be referred to the Disability Services Director. Pitt Community College will be implementing a pilot computer skills placement during the 2009-2010 academic year. This test will become fully implemented in 2010-2011 academic year.

A PCC application must be turned in before taking the placement test. A picture I.D. is required for testing. Children are not allowed in the testing lab.

Students who have taken the SAT and scored a minimum of 500 on the verbal portion of the old test or the critical reading section of the new version of the test will be exempt from the English placement test. Those that have scored a minimum of 500 on the math portion of the test will be exempt from the math placement test. Students who have taken the ACT must receive an average score of 20 on the English and reading portions to be exempt from the English placement test and/or 23 on the math test to be exempt from the math placement test. In order to receive a waiver from the placement test, students must provide a copy of the score report to the Testing Coordinator. These minimum scores are subject to change without notice. For further information about Placement Testing call (252) 493-7561.

Students who have taken the Accuplacer, ASSET or the COMPASS placement test at another institution within the last three years may have a copy of the scores sent to the Placement Testing Office in the Warren Building, Room 2402. These scores can be used to place students into the appropriate English and/or math course. In addition to Accuplacer, ASSET and COMPASS, other placement tests may be accepted and will be determined on a case by case basis.

CLEP (COLLEGE LEVEL EXAM PROGRAM) TESTING

CLEP exams are offered through the Placement Testing Office. CLEP exams allow people who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training or cultural pursuits to show that they have mastered college-level material. An appointment is needed to take the CLEP test. There is a fee to take the CLEP test. Please call Placement Testing for the most current fee information.

Each institution sets their CLEP policy. Here is the CLEP policy at PCC:

1. Only credits from courses approved by PCC will be granted.
2. Official CLEP score reports should be sent to Pitt Community College as part of the admissions application process. "Official" score reports (sent directly from The CollegeBoard to PCC) can be requested by visiting The College Board website atwww.collegeboard.com.
3. CLEP Credit may not be counted as part of the class load for financial aid purposes, athletic or extracurricular eligibility.
4. While there is no limit to the number of credits that may be earned by passing CLEP exams, students must successfully complete a minimum of 25% of the credit hours required for the degree, diploma, or certificate through PCC (see graduation requirements for more information).
5. Credits for CLEP exams are posted as transfer credits and will be treated as transfer credit in respect to eligibility to be awarded as credit.
6. PCC has a list of CLEP exams that it accepts for credit and the score requirement for each exam. It is the student's responsibility to verify that the exam they take will apply to their program.

7. Students are encouraged to talk with their advisor before attempting a CLEP test.
8. Students who are transferring to another institution should be familiar with that institution's CLEP policy. Please note that each institution establishes its own requirements, minimum scores, and credit awarded.
9. Credits initially earned by passing a CLEP exam will be deducted from cumulative credit earned if a student subsequently enrolls in and completes a college-level course that is similar in content to the subject matter covered by the CLEP exam.
10. PCC officials reserve to right to revise this policy without notice. Credits awarded for CLEP exams are done so according to the policy in effect at the time of the CLEP transcript evaluation.
11. CLEP exams may be repeated no sooner than six months after the date of the last test.
12. CLEP tests are administered on campus by appointment only. All appointments and other questions should be directed to Placement Testing (252) 493-7561.

For a full list of CLEP credits accepted by PCC, please see your advisor or the Placement Testing website.

ADMISSIONS TO PROGRAMS DESIGNED FOR UNIVERSITY TRANSFER

Pitt Community College offers three University Transfer programs: an Associate Degree in Science, an Associate Degree in Fine Arts, and an Associate Degree in Arts (pre-major programs). To be eligible for admission to either of these programs, a student must take the Placement Test and place out of ENG-085 and MAT-070.

Students that place into ENG-085 or lower and MAT-070 or lower will be assigned to the Associate in General Education (AGE) Program (A10300) until all developmental courses are completed. Once all developmental courses are completed the student will be reassigned to his or her originally intended University Transfer program.

Students that have not taken the Placement Test will be assigned to the Associate in General Education (AGE) Program (A10300) until placements test scores are available. All students are encouraged to take the Placement Test as soon as possible to determine University Transfer eligibility.

For further information about university transfer admissions call (252) 493-7371 and ask to speak with the university transfer admissions counselor.

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences

programs may be obtained from the admissions counselors. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program.

The Pitt Community College health sciences programs are as follows:

Associate Degree Nursing
Computed Tomography & Magnetic Resonance Imaging Technology (CT/MRI)
CT Certificate
MRI Certificate
Echocardiography Diploma
Health Information Technology (HIT)
HIT Coding Diploma
Health Unit Coordinator
Medical Assisting
Medical Assisting Clinical Certificate
Medical Dosimetry
Medical Sonography
Abdominal Sonography Certificate
OB/GYN Sonography Certificate
Nuclear Medicine Technology
Nuclear Medicine Diploma
Occupational Therapy Assistant
Polysomnography
Polysomnography Certificate
Positron Emission Tomography Dipl.
Positron Emission Tomography Cert
Radiation Therapy Diploma
Radiography
Respiratory Therapy
Therapeutic Massage

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions. Applicants should complete the following steps:

1. Submit a formal application.

2. Have official high school transcripts mailed to the Admissions and Records Office. High school transcripts are required for admission to most programs of study at the College. They are also required in order to complete the financial aid process. Students with a baccalaureate degree from a regionally accredited college or university are exempt from submitting high school transcripts, except in some instances when they may be required for financial aid purposes.

3. Have official transcripts from each post-secondary institution mailed to the Admissions and Records Office. Transcripts are necessary if transfer credit is to be awarded and/or for students to meet necessary course prerequisites. Transcripts may be required from all students applying for financial aid.

The Vice President of Student Development Services may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

All official documents, such as transcripts from other colleges, become the property of Pitt Community College and cannot be returned or reissued.

READMISSION OF CURRICULAR STUDENTS

Students who have not enrolled for two or more years must reapply by completing an Application for Admission. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment. Applicants for admission or readmission to Health Sciences programs must follow the Health Sciences Admissions Procedures for those programs.

Students out of school as a result of disciplinary action must appear before the Vice President of Student Development Services and petition for readmission to the College.

PROVISIONAL ADMISSIONS

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Admissions and Records Office.

HIGH SCHOOL ADMISSIONS (CONCURRENT ENROLLMENT)

The College permits high school students to enroll in a community college course under the following conditions:

1. The student must be at least 16 years of age;
2. The student must be recommended by the high school counselor and have written approval from the high school principal;
3. The student must be taking at least two (1/2 time) courses at the high school and making appropriate progress toward graduation;
4. Enrollment of high school students cannot displace adult college students;
5. Students may be admitted for any semester on a space available basis; and
6. Students must meet the same prerequisite and course admission requirements as adult college students.

High school students are exempt from the payment of tuition and activity fees fall and spring semesters.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE CONCURRENT ENROLLMENT POLICY.

Once a student has graduated from high school, he or she must complete an admissions application and be accepted into a curriculum program to continue taking classes at PCC.

For further information about Concurrent Enrollment call (252) 493-7408, (252) 493-7663 or (252) 493-7745 or visit the Vernon White Building, Room 5.

LEARN AND EARN ONLINE

This program allows NC public and charter high school students to take online college-credit courses at no cost. Eligible students may earn both high school and college credit for any courses completed at Pitt Community College. Access to these courses is provided at the high school during the regular school day and an online course facilitator will help you get started. (Check with your high school guidance counselor for more information.)

To register for a Learn and Earn Online course, you **MUST** see your high school guidance counselor. He or she will also provide you with information about obtaining your required textbooks.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College has been approved by the Bureau of Citizenship and Immigration Services (BCIS) to enroll international students from three categories: permanent residents with alien registration ('green card'), refugees, or student visa holders ('F-1').

An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid is offered to an international student; therefore, he/she is required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

In addition to the normal admissions requirements, an international student must meet the additional criteria:

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

2. To demonstrate proficiency in the English language, the applicant must take the Test of English as a Foreign Language (TOEFL) and score at least 173 on the computer-based test or 500 on the paper-based test. Exception: An international student whose country has English as the only official language is not required to demonstrate proficiency in the English language.

Placement test scores indicated below may be substituted for the TOEFL requirement.

Placement Test	Subscores
Accuplacer/CPT	51.1 (Reading Part) 52.1 (Sentence Skills Part)

The college offers special English as a Foreign Language curriculum classes, or students may enroll in English As A Second Language classes offered through the Basic Skills Program in the Continuing Education and Community Development Division. All students are required to make their own housing arrangements.

For further information concerning international students' admissions, contact the Office of the Vice President of Student Development Services.

POLICY STATEMENTS

INTERNATIONAL STUDENTS IN DISTANCE EDUCATION

Effective fall semester of 2000, Pitt Community College will permit foreign students (non-US citizens) residing outside of the physical boundaries of the United States to enroll in distance education courses through the standard admission process. Since these students will remain in their home countries, Bureau of Citizenship and Immigration Services (BCIS) regulations will not apply; I-20 forms will not be issued, and VISA documentation will not be required for admission. Admission to the College for distance education courses in no way grants immigration or residency status. Distance education foreign students will be charged tuition at the out-of-state rates designated by the North Carolina General Assembly, payable in American currency only.

ADMISSION OF UNDOCUMENTED ALIENS

Based on an advisory letter from the Office of the Attorney General, beginning May 13, 2008, Pitt Community College will no longer admit individuals classified as illegal or undocumented immigrants into curriculum degree programs. Individuals enrolled or accepted on or before May 13, 2008 are not affected by this change in policy. This action is in response to the recent advice provided to the North Carolina Community College System (NCCCS) general counsel by the Office of the Attorney General on May 6, 2008 and a subsequent meeting with the Attorney General's Office on Monday, May 12.

Pitt Community College has been advised by the NCCCS to make the following exceptions to this policy:

1. Undocumented or illegal aliens who are high school students may enroll in college level courses consistent with the concurrent enrollment policy and the cooperative program agreement (Huskins Bill courses) policy. Undocumented or illegal aliens may take college level courses pursuant to these policies because eligibility for participation in these programs is not based on legal residence but on attendance in a North Carolina high school. These courses are open to all high school students attending a high school (public, private, or home school) located in the State who meet the eligbility criteria. This position appears to be consistent with the federal policy regulating provision of state or local public benefits to undocumented or illegal aliens.

2. Undocumented or illegal aliens may enroll in non-college level courses or programs including GED preparation courses, Adult Basic Education,

Adult High School, English as a Second Language and other continuing education courses less than college level. These courses do not appear to violate the general prohibition against providing post-secondary education to undocumented or illegal aliens.

3. Undocumented or battered illegal aliens who have been determined to meet one of the qualifying conditions set forth in Federal Law, 8 USC Section 1641 are eligible for college level courses. It is the applicant's responsibility to produce sufficient documentation to satisfy the college that the applicant is eligible for post secondary education benefits.

Source: NCCCS Numbered Memo CC08-114

CRIME AWARENESS AND CAMPUS SECURITY ACT REPORT
As mandated by the Crime Awareness and Campus Security Act of 1990, the Pitt Community College Campus Police Office produces an annual report which includes statistics on offenses and arrests. Copies of this report are available in the Office of Campus Police.

CAMPUS WATCH PROGRAM - *Safety is everyone's responsibility*
Campus Watch counts on students, faculty and staff to organize themselves and works with PCC Campus Police to keep a trained eye and ear on their college campus, while demonstrating their presence at all times. Campus Watch works because it reduces opportunities for crime to occur and doesn't rely on altering or changing the criminal's behavior or motivation. PCC Campus Police and the Division of Student Development Services ask all students, faculty and staff to partner in a PCC Campus Watch Program with an emphasis on crime prevention, warning signs, emergency preparedness and response systems. While many faculty and staff are excellent about contacting the Campus Police to report suspicious activities/persons, this program is designed to enlist more eyes and ears for a safer campus. **If You See It – REPORT IT.** Campus Police – First choice for reporting suspicious persons/activities 493-7777. Put that telephone number in your cell phone and faculty/staff keep this number near your office phone.

TUITION, FEES AND OTHER EXPENSES
Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina General Assembly and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid.

TUITION: Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.

Fall, Spring, and Summer Semester Full-time Tuition
All North Carolina residents enrolled for sixteen (16) or more curricular credit hours are charged a maximum tuition of $672.00 per semester. ($42.00 per credit hour)

Part-Time Tuition
The tuition charge for North Carolina resident curricular students is $42.00 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $42.00 equals $252.00.

Senior Citizens
North Carolina residents 65 years of age or older shall be exempted from the payment of tuition and some extension registration fees for up to six (6) credit hours per semester when enrolling in curriculum or continuing education courses.

Audit Students
Audit students must pay the same tuition rates as other students.

Internet Students
Tuition and fees for students enrolled in classes via the Internet are the same as the tuition and fees for students enrolled in traditional classrooms.

Out-of-State Students
The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents will not exceed $3,732.80 per semester for full-time enrollment. For part-time students, the fee is $233.30 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES
Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law concerning residency classification for tuition purposes are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. This manual is available for review in the Learning Resources Center. Any new student who desires to request consideration for in-state residence for tuition purposes is encouraged to submit a completed Appendix B to the Office of the Vice President of Student Development Services as soon as possible, but at least two (2) days before Walk-In Registration. The Residence Committee will only review Appendix B applications that are submitted in accordance with the time line as stated above. The Appendix B form is on the Pitt web page under admissions (www.pittcc.edu)

Under North Carolina General Statues Section (G.S.) 116-143.3, certain members of the armed services and their dependent relatives may be eligible to be charged the in-state tuition rate whether or not they qualify as residents for tuition purposes under G.S. 116-143.1. The pertinent law and implementing regulations are

available for inspection in the Office of the Vice President of Student Development Services and may be examined upon request. Included among the requirements are that the member of the armed services and a relative claiming the benefit through a member be living together in North Carolina incident to the supporting member's active military duty. The Appendix D form is on the PCC webpage under admissions (out-of-state students - www.pittcc.edu/docs/Appendix D.pdf) This application must be submitted prior to initial enrollment in each academic year for which the in-state benefit is claimed.

For further information contact the Office of the Vice President of Student Development Services at (252) 493-7211.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Craig F. Goess Building. The Cashier's Office is open Monday through Friday 8:00 a.m. to 5:00 p.m. Special hours apply during summer term and registration periods. For further information about fees contact the Cashier's Office at (252) 493-7234.

Student Activity Fee

A student activity fee for all students will be charged during the fall and spring semesters at a rate of $21.00 per semester and $15.00 during the summer semester. This rate is subject to change without notice.

Technology Fee

The student technology fee for all students will be charged at a rate of $16.00 per semester. This rate is subject to change without notice.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a minimum cost per semester. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the Vice President of Student Development Services within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Access Fee

The access fee is a nominal charge used to support parking facilities and other related services for on-campus students. It is also used to support access to the college's infrastructure by distance education students. The access fee is mandatory for all students. The access fee is $4.50 for Fall and Spring semesters

and $1.00 for the Summer Term. For non-curriculum students the access fee is $2.00 per semester.

Textbooks and Supplies
The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Special hours exist at the beginning of each semester. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Student Fees for Laboratory/Clinical/Shop
Lab fees (in the amount of $3.75 per lab hour) are charged for classes which require special equipment or supplies.

Returned Check Fees
A returned check fee of $25.00 will be charged for checks received by the college that have been returned for non sufficient funds or other reasons.

REFUND POLICY
The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202 e) which state that a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.

3. For classes beginning at times other than the first week (seven calendar days) of the term a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Activity, technology, access, and insurance fees are nonrefundable. Exception: Students prepaying and dropping all classes prior to the first day of classes as published in the school calendar of the term involved will receive a full refund of all fees.

Students desiring a tuition refund prior to or on the 10% point of the class are asked to follow the steps listed below:

1. Obtain an Add/Drop card from a counselor or the Admissions and Records Office,
2. Submit completed form to the Admissions and Records Office.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal is completed before the first day of classes as published in the school calendar of the term involved.

If a student pre-registers using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to attend classes through the first ten (10) days of the term resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated.

When a student recipient of Title IV Financial Aid funds completely withdraws or is dismissed from PCC prior to the 60% point of the term (ex. Fall or Spring Semester, 10 weeks; Summer Semester, 8 weeks), the institution will determine whether and to what extent the student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said students prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated. Students who owe money for Title IV funds will be referred to the US Department of Education for collection. Students must repay funds to the institution within 45 calendar days to avoid overpayment referral.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

Non-credit courses for personal, occupational, and community improvement are offered during both day, evening, and weekend hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

WEEKEND COLLEGE

Pitt Community College is now educating and empowering people for success on the weekends! The intent of Weekend College is to offer an array of courses and programs that provide an alternative for people who work or have other commitments during the week. This includes working adults, traditional college students, eligible concurrent enrollment students or anyone who may have other obligations during traditional class times. Students can earn associate degrees, obtain certificates, update or gain new skills, prepare to transfer to a four year school or just pursue personal interests.

Weekend College offers adult learners the flexibility and convenience necessary to achieve their educational goals. One way is by offering a variety of teaching methods-Traditional, Web-Based and Hybrid classes. In the Traditional Class, students meet with their instructor in a traditional face to face format. In the Web-Based Class, students meet face to face in the traditional format as well, but use the internet for some assignments and instruction. The third method is the Hybrid Class, which is a combination of both traditional and internet formats. This method of delivery is becoming more popular because it allows students even more flexibility. They meet face to face with their instructor part time and have online assignments part time. The number of actual class meetings varies, depending on individual classes. Students will need good computer skills and access to the internet when using these last two teaching methods.

Another way that Weekend College demonstrates flexibility in learning is by offering classes at non-traditional times during each semester. Some classes are offered in the traditional 16 week semester format, while others are offered in 8 week sessions, allowing classes to be taken at times that are more convenient for the student.

Weekend College is just one way that Pitt Community College provides individuals with additional learning opportunities to help meet the needs of the growing student population. For more information, please contact Alton Wadford at (252) 493-7627.

REGISTRATION

The College year consists of two semesters and a summer term. Students who are pursuing a course of study must register at the beginning of each semester as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that semester (refer to College Calendar). For further information about registration call the Admissions and Records Office at (252) 493-7232.

Priority Registration and Walk-In Registration

Priority Registration begins approximately the twelfth week of each semester. During Priority Registration, current students and applicants may register by phone (252-321-4515 or 1-800-818-2093 for toll free long distance) or by web

(www.pittcc.edu, then click on Campus Cruiser). Priority is assigned in descending order of credits passed, with those students having the most cumulative credits passed able to register first. Each student is strongly encouraged to make an appointment with his/her advisor to review academic progress and plan courses for the coming semester.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

Once Priority Registration has ended, all students may continue to use Web and Telephone registration (TAP) to register for the upcoming term. Walk-in registration is held during the two days before classes begin, with most offices offering extended hours on those days.

Schedule Purges
Students must pay for all classes by the designated payment date or their schedules will be purged from the system. Please check our website at www.pittcc.edu for the Priority and Walk-In Registration payment dates.

Auditing Courses
Students who wish to audit courses must complete a Declaration of Audit Status form and submit the form to the Admissions and Records Office before the end of the drop/add period. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

Some courses cannot be audited and some may have special requirements. Contact the appropriate academic department head or dean for more information.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAY FOR AUDITING A COURSE.

Registration for Developmental Courses
If students, as a result of placement tests, are found to be deficient in math, English, or other skills, they will be required to take appropriate developmental courses. Students requiring two or more developmental courses must also take ACA 090 – Study Skills.

Developmental courses do not meet elective or graduation requirements.

College Student Success Course Requirement (ACA 111 or ACA 122)
All new full time students must enroll in either ACA 111 (College Student Success) or ACA 122 (College Transfer Success) within their first twelve credit hours. All full time students are required to successfully complete ACA 111 or ACA 122 unless they have:

- Previously earned at least 24 semester hours of college credit from another college. Credit must be documented on a college transcript.
- Successfully completed a course equivalent to ACA 111 or ACA 122 at another regionally accredited college or university. Course must be documented on a transcript.

Schedule Changes (Drop/Add Period)
In some instances it is necessary for students to make adjustments in their schedules. Students may make schedule changes by phone or web up until the first day of classes. Schedule changes are also allowed during Walk-In registration. During Walk-In Registration, students should see their advisors to add or drop classes. Schedule changes during the drop/add period must be processed through the Admissions and Records Office.

COURSE LOAD
Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chair.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

LATE ENTRY
The late entry date is the semester refund date or the class census date, whichever comes last. Students who have registered and paid may enter a class for the first time up to the late entry date. After the late entry date, students will not be permitted to enter without permission of the instructor. The instructor's criteria shall be whether the missed classes can be reasonably made up without loss of instructional quality.

Individual departments may develop a stricter policy if dictated by the nature of the course (example: clinical experiences).

For classes beginning at times other than the first week (seven calendar days) of the semester, the late entry date shall be the census date of the class.

ATTENDANCE

Regular and punctual class attendance is expected of all students. Instructors will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons:

1. Any student absent five consecutive class hours will be unofficially dropped. This will result in the student's name being removed from the class roster. (see 4 below)

2. A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office that the student has been reinstated.

3. Students may be unofficially dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.

4. An instructor may choose not to unofficially drop a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

5. Distance Education students must adhere to the attendance/contact policy stated in courses syllabi.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration the between-classes time needed for students with disabilities.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum Dean.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first twelve weeks of a semester, a student may withdraw from standard 16-week courses without penalty. (See College calendar for applicable date each semester.) For all courses other than standard 16-week courses, the 75% point of the class will be the official withdrawal deadline. FOR STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED

DURING THE LAST FOUR (4) WEEKS OF ANY SEMESTER. FOR ALL COURSES OTHER THAN STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST 25% OF THE CLASS. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DEAN AND THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES. Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the official withdrawal period must use the following procedure:

1. Obtain a withdrawal form from a counselor or the Admissions and Records Office,
2. Complete and have advisor sign form,
3. Have form signed by appropriate office if receiving financial assistance (Pell, VA, WIA, etc.), and
4. Submit completed form to the Admissions and Records Office.

After the deadline for official withdrawal, the student should see the curricular Dean of the course he/she is withdrawing from.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, contact the Admissions and Records Office at (252) 493-7232.

Unofficial Withdrawal
An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Admissions and Records Office.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

Request for Official Withdrawal After End of Semester
Students may request that an unofficial withdrawal be changed to an official withdrawal at any time after the semester has ended. An appeals form is available in the Admissions and Records Office. All requests are reviewed by the Registrar and students are notified by mail of the decision.

ALTERNATIVE CREDIT

Credit by Examination

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination.

Application for approval to take the examination must be made through the academic advisor and approved by the department chair for that course, using the Permit for Credit by Examination form. If approved, the chair will make arrangements for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chair. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 12 WEEKS OF EACH SEMESTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE.

All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

1. Contact the advisor and the department chair for that course to obtain the Permit for Credit by Examination,
2. Contact and have the Admissions and Records Office sign the permit,
3. Pay additional nonrefundable tuition, if applicable, and
4. Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Admissions and Records Office within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see Transfer Credit)

Challenge Examination

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first twelve weeks of the semester. A student may not challenge a course more than once.

CHALLENGE EXAMINATION DOES NOT APPLY TO AUDIT STUDENTS. (see Audit)

Transfer Credit

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

Legal specialty courses taken at colleges outside of North Carolina must meet the quality standards set forth by the American Bar Association to be eligible for transfer.

Courses taken at a regionally accredited institution in which a minimum grade of "C" was earned and a comparable course is offered at Pitt Community College may be accepted in transfer if appropriate to the student's program of study.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All transfer students must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Transfer credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

STUDENT APPEALS PROCESS FOR COURSEWORK DONE AT UNACCREDITED INSTITUTIONS

Coursework done at institutions that are not regionally accredited are not automatically evaluated. The student may appeal directly to the chairperson of the department under which the transfer coursework falls to ask for an evaluation. If the chairperson decides to award credit, he or she must notify the Registrar's office in writing, who will then post the appropriate credit to the student's record. It is the student's responsibility to contact the department directly and to provide all the documentation necessary to complete the evaluation. Any final decision regarding the acceptance of credits from unaccredited institutions is subject to approval by the Vice President for Academic Affairs.

Credit for Non-Traditional Learning
Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP
Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services
Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must complete the following steps:

1. Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Admissions and Records Office.

2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.

3. Submit completed form and appropriate documentation to the Admissions and Records Office.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Distance Learning

Courses are offered via several different modes of delivery including the Internet, the NC Information Highway and blended courses. PCC is a state leader in distance learning with approximately 200 different courses taught via the Internet, the most popular mode of delivery. Internet courses offer students convenience and flexibility by allowing them to complete class work around their individual schedules. Internet classes allow for learning "anytime, anyplace." However, Internet courses are typically more difficult than on-site courses.

Courses provided via the Internet at PCC maintain the same quality and standards as traditional classroom courses. The courses are designed and delivered to meet the regular course objectives.

Degrees and Certificates On-Line

- Degree: Associate of Applied Science in Business Administration
- Degree: Associate of Applied Science in Health Information Technology
- Degree: Associate of Applied Science in Computer Programming
- Degree: Associate of Applied Science in Healthcare Mgmt. Tech.
- Degree: Associate of Applied Science in Industrial Management Technology
- Degree: Associate of Applied Science in Business Administration: Marketing & Retailing
- Degree: Associate of Applied Science in Medical Office Administration
- Degree: Associate of Applied Science in Office Administration
- Certificate: Management Applications and Principles
- Certificate: Computer Information Technology
- Certificate: International Business
- Certificate: Managerial/Small Business Accounting
- Certificate: Marketing Certificate
- Certificate: Basic Accounting Certification
- Certificate: Administrative Managers
- Certificate: Computer Software Applications
- Certificate: Medical Office Receptionist
- Certificate: Business Administration – Human Resources Management
- Certificate: Basic Office Technology Skills
- Certificate: Positron Emission Tomography (PET)
- Certificate: Advertising and Graphic Design
- Certificate: Basic Healthcare Management
- Certificate: C++ Windows Programming
- Certificate: Data Entry Applications
- Certificate: Java Programming
- Certificate: Patient Access Representative
- Certificate: Starting Your Own Business
- Certificate: Visual Basic Programming

- Diploma: Computer Information Technology
- Diploma: Nuclear Medicine
- Diploma: Positron Emission Tomography
- Diploma: Insurance
- Diploma: Medical Coding

For more information call (252) 493-7608 or e-mail dhazelwood@email.pittcc.edu.

Experiential Learning
Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge Examination)

Articulated Credit for High School Students
Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide college credit for selected high school courses. High school students who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills (VoCATS score and B or better) in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

Credit hours will count toward graduation; the grade will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)
The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (See Graduation Requirements)

Transfer courses are not included in the GPA calculation.

DEAN'S LIST AND HONOR ROLL
All full-time students in a major maintaining a semester grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a semester grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Admissions and Records Office and mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record.

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the semester the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College effective Fall Semester 1998. Prior to this date, the College used a seven point grading system. Some curricula require a course grade of C in order to progress to the next course or term. Specific grading policies and procedures, including numerical scales, will be stated in each course syllabus.

Letter	Numerical Equivalent	Quality Points Per Semester Hour
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60-Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
*AP	PCC Advanced Placement	0
*S	Satisfactory	0
*U	Unsatisfactory	0
*NG	No Grade Submitted by Instructor	0
*IP	In Progress**	0
*OW	Official Withdrawal after non-attendance	0

*Not included in computing grade point average.

**An "In Progress" grade is given in developmental courses when progress has been made but required objectives for the course have not been met. It is given in lieu of a D or F grade adn has a neutral affect on the student's GPA. "IP" grades are never removed and will remain on the transcript. However, in accordance with PCC's Forgiveness Policy, only the highest grade earned for the course will be included in the cumulative grade point average (cumulative GPA).

For students receiving Veteran's benefits under the G.I. Bill, PCC's policy is to question the instructor anytime an "IP" grade is issued to determine the grading scale for the class. If the student actually earned the equivalent of a "D" grade in the course, PCC will not certify that course because it is then considered a repeat.

For further explanation of grades, refer to the "Attendance and Withdrawal from

Classes" sections on page 48.

INCOMPLETE
An "Incomplete" is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one semester to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the semester. No grades or quality points are awarded because of incomplete work.

In order to remove an "I" in a curriculum course, the student must complete the work during the first twelve weeks of the next semester immediately following receipt of the "I" (see College Calendar).

An "I" that is not removed during the first twelve weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the twelve week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

The following exceptions to this policy apply:

- To remove an "IP" grade in a developmental course, a student must re-enroll in the course.
- Students receiving an "I" grade in a health sciences course may be required to be re-accepted into their program and to re-enroll in the course. Please consult the health sciences policy manual for further details.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chair.

ACADEMIC PROGRESS
The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation
A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress
A student who remains on academic probation for the second consecutive semester is considered making unsatisfactory progress for that semester.

If after two (2) consecutive semesters Veteran students have failed to maintain satisfactory academic progress according to the academic progress policy as stated

in the institutional catalog, VA educational benefits will be terminated. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran student's GPA is brought back to scale, he/she may resume receipt of benefits.

Satisfactory Academic Progress
A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive semester; then the student is considered making unsatisfactory academic progress as of the beginning of that semester. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing
A student who is not on academic probation or suspension is considered in good academic standing.

Standards of Academic Progress Scale
The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation. Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

Hours Toward Degree	GPA
0-9	1.00
10-18	1.35
19-27	1.75
28-and above	2.00

Scale for Associate Degree Programs

Hours Toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51-and above	2.00

This policy does not apply to students classified as non-degree (those students not working toward a degree or diploma).

Grades are available to students at the end of each semester via phone and web.

The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

FORGIVENESS POLICY

Students may have retaken courses to improve their performance or may have earned low grades in courses that are not required in the current major. Pitt Community College grants a unilateral forgiveness policy that automatically applies to all students: only the highest grade earned for each course and only those courses required for graduation in the selected major will be included in the major grade point average (major GPA) and total semester hours of credit toward graduation.

The permanent academic transcript reflects all courses attempted and all grades earned. The cumulative grade point average (cumulative GPA) includes the highest grade earned for each course.

PRIVACY OF EDUCATIONAL RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Pitt Community College supports the rights and privacies afforded each student by the Act and is in compliance with its provisions.

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, Deans, student services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Admissions and Records Office. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Admissions and Records Office. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the Admissions and Records Office.

Directory information (student's name, address, e-mail address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational

institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Admissions and Records Office in writing. Requests for non-disclosure must be filed annually.

All official documents, such as transcripts from other colleges, become the property of PCC and cannot be returned or reissued.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the school to comply with the requirements of FERPA. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Admissions and Records Office or the Library.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Admissions and Records Office. Pitt Community College requires a written request 24 hours prior to release of a transcript.

All financial obligations to the College must be cleared before any transcript will be released.

For further information contact the Admissions and Records Office at (252) 493-7232.

VERIFICATION OF ENROLLMENT

Students may request verification of their enrollment at the College through the Admissions and Records Office. Verification requests for the current semester will not be processed until after the census date for that semester. Student enrollment verification is made available to financial aid lenders through the National Student Loan Clearinghouse (NSLC). Initial reporting to the NSLC will not be done until after the census date for the semester. A student may prevent disclosure of enrollment information by notifying the Admissions and Records Office in writing. Requests for non-disclosure must be filed annually.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Learning Resources

Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study should receive academic counseling. A request for change of curriculum must be signed by the department chair for the current program and returned to the Admissions and Records Office.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Admissions and Records Office to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and CATALOG OF RECORD.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Admissions and Records Office.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer than 32 semester hours of credit
Sophomore	A student who has earned 32 or more semester hours of credit
Full-time Student	A student who is registered for twelve or more semester hours of credit
Part-time Student	A student who is registered for less than twelve semester hours of credit
Non-degree Curriculum	A full-time or part-time student not seeking a degree or diploma

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they are enrolled.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),

2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum * for which they are applying for graduation,

3. Clear all financial obligations to the College,

4. Complete at least 25% of credit hours required for the degree, diploma, or certificate at the College, of which 12 semester hours must be major course work with appropriate departmental prefix designation for a degree or diploma (see Transfer Credit), and

5. Apply for graduation with faculty advisor by the fifteenth calendar day of the semester of anticipated graduation.

* All health science students must maintain a grade of "C" in all major courses.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the Dean, and the registrar.

Students should meet with their advisors and complete their graduation checklists prior to registering for the candidates' last semester of attendance. The advisors will submit a list of potential candidates for graduation to the Admissions and Records Office. After validation by the Admissions and Records Office, the Vice President of Student Development Services will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating. (See exception under Summer Graduates Participating in Spring Ceremonies.)

Graduation exercises are held in May. Degree and diploma recipients are eligible to march.

Students pay for their caps, gowns, and diploma jackets. The College provides degrees, diplomas, and certificates.

SUMMER GRADUATES PARTICIPATING IN SPRING CEREMONIES
Students scheduled to graduate at the end of summer semester may request to participate in the spring semester graduation ceremony.

Students desiring to participate during the spring graduation ceremony

1. Should make an appointment with their advisors to discuss their graduation readiness

2. Must be within 12 hours of graduation or have approval of the Dean

3. Must register and pay for ALL classes needed to graduate in August before the end of the spring semester (student's advisor is responsible for verifying)

4. Must pass all courses taken in the spring

5. Must pay fees for graduation

Summer graduates participating in the spring graduation ceremony will not be eligible to receive an honor cord prior to the spring graduation ceremony. If eligible, these students may only receive an honor cord upon completion of all graduation requirements at the conclusion of the summer term.

In addition,

1. All requests for summer graduates to participate in the spring graduation ceremony are due at the same time requests for spring graduation are due.

2. There will be no refunds of graduation fees if the student does not graduate.

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Admissions and Records Office. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

CATALOG OF RECORD

Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded on the academic transcript. Only the highest grade will be calculated in the cumulative grade point average, the major grade point average, and the total semester hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the student's advisor, the Dean, and the registrar.

Because of rapidly changing technology, many courses currently offered are significantly different from courses offered in previous semesters. Therefore, at the discretion of the advisor, and with final approval by the department chair, a student returning to school after an absence of three years or more may be required to repeat a course or demonstrate competency in that course before receiving a degree, diploma, or certificate in a particular curriculum.

Non-Degree Curriculum students will be required to obtain approval of the department chair to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Students receiving financial aid or veterans' benefits should be aware that in most cases they can not receive assistance for repeating courses previously passed.

FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to ensure students' educational progress and success. Students who have a declared program of study with prescriptive curricula are assigned a faculty advisor to guide them in creating and meeting academic goals.

Faculty Advisor Responsibilities:

- To meet each new advisee in order to create and discuss an academic educational plan and to set academic goals.
- To maintain contact and assist continuing students with adhering to their academic plan, meeting curriculum requirements, and fulfilling academic goals.
- To assist advisees with college policy and procedures.
- To prepare advisees for graduation through the completion of a graduation audit and guidance in making career-oriented decisions.
- To act as the advisee's representative when needed and provide direction for additional campus resources.
- To post office hours, showing when available for consultation with students.

Student Advisee Responsibilities:

- To contact their advisor each semester before registering for classes, so the advisor can evaluate academic progress, review the educational plan, confirm program requirements are being met. and graduation is in a timely manner graduate in a timely manner.

- To meet with their advisor the semester before program completion/ graduation in order to have a graduation audit completed.

- To maintain regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

FINANCIAL AID

The goal of Pitt Community College's Financial Aid Office is to provide assistance to students having financial need. This assistance may come in the form of grants, scholarships, student or parent loans (which need to be paid back) and/or work opportunities. Eligible students are awarded a financial aid package consisting of one or more of these types of assistance, based on their financial need. In most cases, the package tries to meet most or all of the student's "unmet need", subject to the availability of funds.

Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. The amount of actual award is determined once the Financial Aid office receives the Student Aid Report (SAR), which is produced when the student submits the Free Application for Federal Student Aid (FAFSA). Students must apply online at www.fafsa.ed.gov.

To be eligible to receive financial aid, a student must be enrolled in an eligible curriculum leading to a degree or diploma. Students must also have a high school diploma or GED, must maintain satisfactory academic progress, and may not owe a repayment on a grant nor be in default on an educational loan.

The Financial Aid office is open Monday from 8:00 a.m. to 8:00 p.m. and Tuesday through Friday from 8:00 a.m. to 5:00 p.m. We are located in the Craig F. Goess Student Center. For further information contact the Financial Aid Office at (252) 493-7339.

COORDINATION OF INSTITUTION-WIDE FINANCIAL AID AWARDS POLICY

All federal and state financial aid funds are awarded through the financial aid office. All institutional, PCC Foundation, and externally funded scholarships are awarded by the Foundation Office. Institutional General scholarships are funded by the college's auxiliary enterprises. To apply for an institutional scholarship, all students must complete a FAFSA at www.fafsa.ed.gov. The awarding of all types of financial aid is coordinated by the financial aid office.

FINANCIAL AID FRAUD AND FORGERY

In the process of applying for financial aid most students may be required to submit documents to the Financial Aid Office in order to complete their application. Please be aware that falsification and misrepresentation of information submitted for the purpose of receiving financial assistance will result in the cancellation of future assistance and repayment of all prior assistance received under pretense. Signing someone else's name and falsification of income information are examples of fraud and forgery. If you purposely give false or misleading information to receive federal financial aid, you may be fined $20,000, sent to prison, or both.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

Measurable Satisfactory Academic Progress

1. To maintain satisfactory academic progress, students must earn a cumulative GPA according to the total number of semester hours for which they have attempted as indicated below:

ASSOCIATE DEGREE, DIPLOMA/*ELIGIBLE CERTIFICATE PROGRAMS

Hours Toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51 and above	2.00

2. Students must pass 67% of the courses for which they register. (For example – A student who registers for 12 hours must pass 8 hours, registers for 6 hours must pass 4 hours. This includes all grades.) For purposes of determining enrollment status, students who at the end of the drop/add period, are enrolled for 12 or more credit hours are considered full-time students. Students enrolled for 9 to 11 credit hours are three-quarter time students, and students enrolled for 6 to 8 credit hours are one-half time students.

*BLET is currently the only eligible certificate curriculum.

Financial Aid Probation-Unsatisfactory Academic Progress

1. Students who fail to meet the requirements for satisfactory academic progress for any semester are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in

this category may continue to receive financial aid for one additional semester on a probationary status. If the requirements are NOT met at the end of this semester, financial aid will be terminated until the requirements are met for reinstatement.

2. Students who receive financial aid and do not meet the GPA requirements or pass 67% of the courses attempted will not be allowed to continue receiving financial aid until they have satisfactory academic progress. Unusual verifiable circumstances may be appealed to the Financial Aid Appeals Committee.

Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the Financial Aid Appeals Committee. Examples of extraordinary circumstances may include illness or an accident.

2. The student appeals form must be completed, accompanied by appropriate documentation, and presented to the Financial Aid Office. This form is available on-line at www.pittcc.edu.

Procedures for Reinstatement

Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:

a. By approval of the Financial Aid Committee, or
b. By meeting the GPA and average hour requirements.

Non-Credit Courses

Non-credit courses and audit courses may not be included in a student's enrollment status for financial aid purposes.

Maximum Number of Academic Years to Receive Degree

Students are expected to finish their degree or program within 150% times the published amount of time the curriculum would normally require. (Example: curriculum requires 75 hours to complete – students would be allowed 112 hours to complete curriculum.) Students who attend beyond the allowable time will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Committee.

ESTIMATED COST OF ATTENDANCE

The budgets below are used to determine the cost of attendance for a student to attend either on a nine month basis or a twelve month basis. These totals are used to assist in determining unmet need. The need is defined as the cost minus the estimated family contribution. The estimated family contribution (EFC) is calculated by the Department of Education on the student aid report produced when the student files the Free Application for Federal Student Aid (FAFSA).

2009-2010 STUDENT BUDGETS FOR CAMPUS BASED PROGRAMS

	A 9 MONTH W/PARENTS	B 9 MONTH NOT W/PARENTS	C 12 MONTH W/PARENTS	D 12 MONTH NOT W/ PARENTS
IN STATE TUITION	$1429	$1429	$2143	$2143
BOOKS/ SUPPLIES	$800	$800	$1200	$1200
ROOM	-0-	$3375	-0-	$4500
BOARD	$3600	$3600	$4800	$4800
PERS/TRAN	$4600	$4600	$5800	$5800
TOTALS	$10,429	$13,804	$13,943	$18,443
	E 9 MONTH W/PARENTS	F 9 MONTH NOT W/PARENTS	G 12 MONTH W/PARENTS	H 12 MONTH NOT W/ PARENTS
OUT OF STATE TUITION	$7552	$7552	$11327	$11327
BOOKS/ SUPPLIES	$800	$800	$1200	$1200
ROOM	-0-	$3600	-0-	$4800
BOARD	$3600	$3600	$4800	$4800
PERS/TRAN	$4600	$4600	$5800	$5800
TOTALS	$16,552	$20,152	$23,127	$27,927

SUMMER TERM MAY BE PRORATED BY TAKING THE NINE MONTH AND DIVIDING BY TWO. (EXAMPLE: SUMMER IN-STATE WITH PARENT $ 5214.50)

FINANCIAL AID BOOKSTORE/SUPPLY PURCHASE POLICY

Students are not required to purchase books at the PCC Bookstore. This service is provided by the college as a convenience. Students may purchase required books and supplies (as listed on the course syllabus) at off-campus locations with grant money under the following conditions:

1. The student must have finalized their schedule during the priority registration period.

2. The student must provide the Financial Aid Office with a written statement (on letterhead) from the off-campus vendor one week prior to the first date of class that indicates that the off campus vendor will (1) allow the student to make a charge against the student's grant account, and (2) will bill the College for the charges. The student must also provide a copy of the syllabus for the course for which books and required supplies are being purchased.

3. Schedule changes will not be allowed once the off-campus purchase has been authorized.

4. Off-campus purchases will not be authorized once refund checks have been disbursed.

The student will be limited to one (1) location each semester to use the grant funds (i.e., the student will not be allowed to purchase books and required supplies at the PCC Bookstore and at an off-campus location during a semester).

GRANTS

Federal Pell Grant
Federal Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application or may apply online at www.fafsa.ed.gov .

Federal Supplemental Educational Opportunity Grant (F-SEOG)
A Federal Supplemental Educational Opportunity Grant (F-SEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the F-SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

Federal Academic Competitveness Grant
This grant is for students who are receiving the Federal Pell Grant and who have taken advanced coursework in high school.

North Carolina Community College Grant
The North Carolina Community College Grant was appropriated by the NC Legislature in 1999 to assist residents of North Carolina pay their college tuition at a NC Community College. Students may apply by completing the Free Application for Federal Student Aid. Funding for this program is contingent upon appropriation by the NC Legislature.

North Carolina Lottery Scholarship
This scholarship is for students who have an estimated family contribution between $1,801 and $5,000.

North Carolina Student Incentive Grant
Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate "substantial financial need" as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

NC EARN Grant
This grant is for students graduating from high school starting in 2008, so that they may be able to complete their first two years of postsecondary education without incurring any debt. It is a loan replacement program that awards $2000.00 per semester to students who have financial need and meet the income guidelines set by the NC Legislature. Students may apply by completing the Free Application for Federal Student Aid.

LOANS

Federal Stafford Loans (formerly Guaranteed Student Loans)
Federal Stafford Loans are low interest loans made by a lender to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. Students may apply by completing the Stafford Loan request form at www.pittcc.edu.

The maximum amount that a student can borrow is:

- $3,500 for a first-year dependent undergraduate student enrolled in a program of study that is a full academic year.

- $4,500 for a second-year dependent undergraduate student, and the remainder of your program is a full academic year.

For new borrowers interest will be variable, but not higher than 8.25%. Variable rates are set each June.

The interest rate is shown on the promissory note for each loan.

There is an "origination fee" of 3%, which will be deducted proportionately from each loan disbursement. This fee is passed on to the federal government to help reduce the government's cost for these loans. The lender may also collect an insurance premium of up to 1% of the loan principle. This premium will also be deducted proportionately from each disbursement.

Repayment for Federal Stafford Loans begins six months after graduating, leaving school, or dropping below half-time status. Student must notify the lender in any of these cases.

Before receipt of a Federal Stafford Loan, student eligibility for a Federal Pell Grant must be determined. If eligible for the grant, the grant amount will affect the amount borrowed under the Federal Stafford Loan program.

Federal Plus Loans

Federal Plus Loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for educational expenses. This loan has a variable interest rate, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed is the amount of the cost of education minus other aid. The lender may charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Federal Plus Loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Federal Plus Loans.

Before receiving a Federal Plus Loan, student eligibility for a Federal Stafford Loan and for a Federal Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Federal Plus Loan program.

Pitt Community College also administers a limited number of bookstore loans which are funded by local businesses and citizens. Students should contact the Financial Aid Office for more information about the following loan program:

Van Nortwick Bookstore Loan Fund

FEDERAL WORK-STUDY

The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive wages for hours of satisfactory work completed. The majority of our work study students are paid $7.00 per hour. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

ALTERNATIVE LOANS

Alternative loans are private loans made by a lender to students attending school at least half-time. This type of loan is often used for independent students who desire additional loan eligibility beyond the Federal Stafford Loan. The student may borrow up to their cost of attendance. The interest on these loans varies based on the student's credit worthiness.

Students may also defer repayment on these loans until after graduating, leaving school, or dropping below half-time status.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should contact the Financial Aid Office for more information on the following scholarships:

Action Auto Endowed Scholarship
Addie Gore Scholarship
Alliance One International Endowed Scholarship
ALLTEL Scholarship
American Legion Post 39 of Greenville Endowed Scholarship
American Legion Post 51 of Farmville Scholarship
Diane Murphrey "Make It Happen" Endowed Scholarship
Disabled American Veterans Scholarship
Baer Academic Scholarship
Boyce Nursing Scholarship
Business and Professional Women's Scholarship
Dr. Edgar Boyd Scholarship
Carolina Power and Light Company Scholarship
Christopher D. Pitts Memorial Scholarship
Faye B. Gurganus Scholarship
Sprint Scholarship Program
Sprint College Transfer Scholarship
Phillip L. Clark NOW Fund
Arlene Collins Scholarship for Nursing
William E. Fulford, Jr. Memorial Scholarship
Gene Hemby Scholarship
Golden Leaf Scholarship
Grady White Boats Endowed Scholarship

Greenville New Car Dealers Endowed Scholarship
Greenville/Pitt County Homebuilders Association Scholarship
Hardy's Appliance and Furniture
Sylvia Jones Taylor Nursing Endowment
High Demand Low Enrollment Scholarship
Home Health and Hospice Care Endowed Scholarship
Jane Keller Scholarship
Joyce Ann and Bobby Dunn Memorial Endowed Scholarship
Jennifer Knight Endowed Memorial Scholarship
Dr. Judith Kuykendall Endowed Scholarship
Lowe's Community Scholarship
Minges Criminal Justice Scholarship
National Association of Women In Construction (NAWIC)
Suellen G. Monk Endowed Scholarship
Nora Baker Wooten Memorial Scholarship
Roxanne Nelson Memorial Scholarship
North Carolina Community College Scholarships
Pat Chenier Memorial Scholarship
Paula Davis Scholarship
PCC Foundation ROTC Scholarship
PCC Foundation Scholarships for Academic Excellence
PCC Foundation Technical Scholarships
PCC Institutional General Scholarships
PCC Student Ambassadors Scholarships
Piggly Wiggly Scholarships
Pitt County Electrical Contractors Association Scholarship
President's Scholarship
Professional Construction Estimators Assoc. Endowed Scholarship
William P. "Bill" Rice Endowed Scholarship
Ricks Automotive Scholarship
Sandra Harrison Scholarship
Garrie Moore Outreach Scholarship
Sandra Roberts Ott Memorial Scholarship
SECU Scholarship
Service Roofing Scholarship
Dr. Charles E. Russell Endowed Scholarship
George Shoe Memorial Scholarship
William H. Smith Endowed Scholarship
Beth Butler Smithwick Memorial Scholarship
University Health Systems Endowed Scholarship
Van Nortwick Scholarships
Wachovia Technical Scholarship
Joan Warren Memorial Endowed Scholarship
Winterville High School Class of '43 Scholarship
Vernon E. White Scholarship
Danny Woods Scholarship

OTHER SOURCES OF ASSISTANCE

Vocational Rehabilitation
Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 111 Eastbrook Drive. The telephone number is (252) 830-8560.

North Carolina National Guard Tuition Assistance Program
Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Local Sources of Financial Aid
Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veteran Benefits
The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Department of Veteran Affairs (DVA) payments for veterans in a diploma or degree program during the Fall and Spring semesters are based on credit hours as indicated below. The credit hours for summer will vary based on the number of weeks in a term.

12 or more credit hours: full-time
9-11 credit hours: three-quarter-time
6-8 credit hours: half-time
Below 6 credit hours: tuition and fees only

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

For further information about Veterans services call (252) 493-7323.

Internet Course/Telecourse Policy for Veterans
All VA students applying for and/or receiving benefits at Pitt Community College are to meet the following criteria before enrolling in an internet/telecourse:

1. The student must meet with the VA certifying official before registering for the course. Criteria and procedures will be reviewed at this time. Completion of the placement test must be done before registering for any coursework at Pitt community College.

2. The internet course must be an integral part of the student's current program and must be approved by the student's academic advisor.

3. The student will complete a self-assessment test and a test/orientation over the internet to determine their ability to participate in internet coursework.

4. The student must earn a grade of "D" or better in each internet course/ telecourse attempted in order to enroll in a subsequent internet course.

5. Regular communication (via e-mail) using the Blackboard program will be done with the student from the instructors to insure student success.

6. Class attendance will be based upon the completion date of assignments.

Dependents of Veterans
The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to $827.00 per month is made to students under the program.

For further information on DVA benefits, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, or the DVA Regional Office in Winston-Salem.

STUDENT DEVELOPMENT SERVICES

COUNSELING
Pitt Community College offers a variety of counseling services to its students. Counseling and guidance services are available at no charge to every student from pre-admission through graduation.

Students are requested to schedule an appointment for counseling sessions, but they may be seen on a walk-in basis. Counselors are available Monday through Thursday from 8:00 a.m. to 8:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. in the Craig F. Goess Student Center. Telephone: (252) 493-7245.

Health Sciences Admissions counselors are located in the Craig F. Goess Student Center. Telephone: (252) 493-7245.

Evening counseling is available Monday through Thursday from 5:00 p.m. until 8:00 p.m. in the Craig F. Goess Student Center.

Admission Counseling: The counselors discuss the requirements for enrollment and the procedures for general and health sciences admissions. Counselors assist students in making realistic decisions as they prepare to enter Pitt Community College. The counselors are available to assist students with interpreting placement test results; making course recommendations; the factors that are considered for college admission; the nature of studies at various levels; the relationship of secondary school experience to admission and success in college; the outlook and objective of college and university study; the kinds of preparation necessary for various occupational or professional goals; and assist students in making realistic decisions.

Group counseling activities are conducted as the need arises. When the content area is similar or related in nature, a trained counselor would use group dynamics in group discussions to assist selected applicants or currently enrolled students to understand their problems better and to make choices through awareness. Topics may range from such problems as admissions, self-appraisal, personal adjustment, and interpersonal relationships.

The counselors may be requested to conduct off-campus workshops in admissions and educational counseling for community groups and business and industry.

Academic Advising: The counselors assist students to clarify their educational objectives, to plan their programs and to utilize resources with emphasis on meeting departmental and institutional requirements.

Counselors serve as advisors to students until they choose a program of study. Students receive assistance in course registration and program planning.

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum must be signed by both previous and new advisors and returned to the Admissions and Records Office. In the decision-making process, the counselor assists students to either make the transition to a career or obtain additional education. The students may choose to review, alter or begin the career assessment process again by seeking an additional career path.

Counselors encourage students to develop appropriate life skills in coping socially, academically, and emotionally. The counselors also stress to students the need to enhance their relational and communication skills. By implementing this process, students may increase their chances in succeeding in college instead of dropping out.

If students need to apply for an official withdrawal during the official withdrawal period, they may obtain a withdrawal card from a counselor. The exit interview would aid the college in revising programs and services.

College Transfer Information: Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices and in the Library. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

Personal and Social Counseling: A student may have personal or social concerns in adapting to the college environment. The counseling staff provides a confidential atmosphere in which the student may discuss these problems. Counselors make appropriate referrals to agencies when a student has a long-term counseling need.

Counselors remain in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and productive.

EARLY ALERT PROGRAM

The Early Alert Program is designed to identify those students who are having academic difficulty at any point during the semester. However, strong efforts will be made to provide intervention within the first 6 weeks of the semester. The primary goal of the Early Alert Program is to assist faculty and staff in improving the motivation and performance of students who are underachieving or students who are transition from high school to college. For more information on Early Alert, call the Counseling Department at (252) 493-7217.

WOMEN'S RESOURCE CENTER

The Women's Resource Center is designed to educate and empower women for success by enhancing their academic performance and personal development. Services offered include information, advocacy, and support. Center personnel provide information by educating the PCC community about health issues, informing women about academic opportunities available, and by furnishing information about safety concerns of women. They also offer assistance to campus groups in developing programs to improve appreciation for and provide a greater understanding of women, and they serve as advocates for more campus services that respond to the needs of women. In addition, the staff aids students in locating and utilizing campus and community resources and offers counseling services. In

order to offer these services, Center personnel work closely with various divisions on campus and seek input from other staff, students, and faculty.

Events are posted on the PCC website and Campus Cruiser, and fliers are also distributed across campus. In addition, members of the faculty are emailed fliers to post in classrooms and to announce to classes.

For additional information, please contact Tami Kernen at (252) 493-7565 or email at tkernen@email.pittcc.edu.

MEN'S RESOURCE CENTER

The purpose of the PCC Men's Resource Center is to provide gender specific support services that enhance the academic and personal success of men.
Goals and Needs:

- Advocacy for male issues.
- Create a community of successful male learners.
- Provide a comfortable forum for men to discuss their needs, problems and aspirations.
- Increase the enrollment of men in the college.
- Encourage the formation of male affinity groups.
- Research and assessment of the participation of men in educational programs and services.

Programs and Services

Mentoring Roundtable – This program is designed to help men develop advantageous connections and networks within the college and the community. Through the mentoring roundtable, participants will be able to establish beneficial linkages with other students, faculty, staff and community leaders.

Constructive Self-Esteem – What is a real man? Opinions vary. Many men suffer from low self-esteem because they are unable become the idealized image of what they think society and their significant others believe about what a real man should be. The results of this unhealthy conflict for men offer results in stress and anxiety. The constructing self-esteem discussion groups and encounters are designed to help men come terms with the reality of manhood.

Men's Open Forum – The Men's Open Forum provides a place and space where each man is free to speak his mind on current and emerging issues.

Lecture and Speakers Series – The lecture and speakers series are intended to address academic subjects of particular interest to men; and also to raise the awareness of issues which effect men and their families.

Focused Tutorial Sessions for Men – Some reports indicate that female students are 33% more likely to use tutorial services than men. Why men do not utilize tutorial services to the extent that women do is not entirely known. However, the

reason may be related to male perceptions that real men are independent – that they don't need help. The purpose of the focused tutorial sessions for men is to encourage men to use tutorial and other academic support services to increase male academic success. These focused sessions will address learning styles preferences and the value of group work.

Economics and Career Counseling – The purpose of these sessions are to help men set goals and develop plans to gain successful employment.

Minority Male Mentoring Program (NEXT LEVEL)
The purpose of the NEXT LEVEL program is to equip young men with the skills necessary to reach the highest echelons of academic, professional, and personal development. The Minority Male Mentoring program is designed to provide participants with the tangible and intangible skills necessary to obtain success regardless of where life leads them; as well as instill in its participants the importance of civic and community involvement. To best achieve this goal we understand that personal involvement by qualified mentors will be the key. Therefore students will be partnered with mentors who will meet and guide students as needed. For more information about the NEXT LEVEL, contact Andre Gregory (MMM Program Coordinator) at (252) 493-7480 or agregory@email.pittcc.edu.

CAREER SERVICES
Career Services assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services. Students have access to many of these services through PCC's website. All students have access to the Pitt County JobLink Career Center, which is located adjacent to the campus in the Community Square Shopping Center.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring careers. Individuals may also use CHOICES Planner CT, a computerized career guidance program. Educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as employer information, applications, and job opportunities listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategies.

Career Services is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to use these services.

TRIO: STUDENT SUPPORT SERVICES

The Student Support Services program is a federally-funded TRIO Program. The GOAL of the SSS program is to help program participants improve their academic performance, stay in college, graduate and/or transfer from Pitt Community College to a four-year college or university.

Eligibility Requirements:

- Be enrolled as a PCC student
- Be a citizen or a permanent resident of the United States
- Have an academic need as demonstrated by low placement scores and/or low GPA
- Meet the income eligibility criteria and/or be a first-generation college student and/or a student with a documented disability

If accepted, the Student Support Services Program is committed to enhancing your academic success and ensuring your chances of graduation and/or transfer from the college. As a member of the Student Support Services Program, you will be able to participate in the following FREE services:

- Cultural Enrichment Activities
- Study Skills Workshops
- Mentoring
- Enhanced Tutoring Services
- Academic Advising and Class Scheduling
- Assistance in completion of the financial aid process

If interested, please contact LaTonya Evans, SSS Director, or visit our office located in Warren Building, Suite 1306 or call (252) 493-7763 or visit the website.

TUTORIAL AND ACADEMIC SUCCESS CENTER (TASC)

Tutoring is an academic support service that provides individual and group help sessions with academically qualified peer tutors and professional tutors. The service is designed to increase the probability of academic success for the students who use it. Tutoring is not an emergency preparation for exams, nor is it a substitute for regular class attendance. The primary goal of tutoring is to assist students in becoming independent and confident learners. Tutoring services are

normally available Monday-Friday, 8:00 am – 5:00 pm when classes are in session by appointment. Saturday tutoring is offered during the fall and spring semesters. Online tutoring is available through Smarthinking.com. The center also offers learning styles assessment testing to help students recognize preferred learning styles. All students registered for traditional, internet, evening, and weekend classes at Pitt Community College are eligible to use these free services.

Students interested in becoming a tutor require the following qualifications:

1. A or B in the course
2. Instructor recommendation
3. Attend tutor orientation

For more information, call (252) 493-7258.

DISABILITY SERVICES

The Office of Disability Services is designed to provide programmatic, physical, and electronic access, as well as academic and technical support to students with documented disabilities in accordance with federal and state legal requirements and the College policy. All academic support services are provided free of charge. Students must register with the Office of Disability Services and provide documentation of their disability to receive appropriate services.

The philosophy and mission of the office focuses on self-advocacy, arranging appropriate accommodations, providing academic, personal and supportive counseling, and facilitating the elimination of physical, programmatic, electronic, and attitudinal barriers. Referrals are made as needed to other campus-based programs and community agencies. Complete confidentiality is assured to students. Services are provided in accordance with the specific needs of the student based on documentation of disability. Notification about services are printed on all course syllabi and the Office of Disability Services' website. The disability statement on each syllabi should state the following: "If you have a physical or learning disability and desire accommodation, please notify Disability Services at (252) 493-7557, (252) 321-4595 (TTY) or contact your instructor privately after class to discuss your need for a disability related accommodation."

The Office of Disability Services is open Monday through Friday from 7:30 a.m. until 5:00 p.m. The office is located in Room 20 of the Vernon White Building.

INTRAMURAL SPORTS & RECREATIONAL PROGRAM

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

Intramural Sports

The Intramural Sports program includes basketball, flag football, volleyball, and other competitive sports based upon the overall interest by the PCC students, faculty, and staff. General information and registration materials for Intramural Sports can be obtained through the Intramural and Recreation Office located inside the Charles Coburn Center.

Open-Gym Freeplay Recreation

Open-Gym freeplay is a designated time for students, staff, and faculty to enjoy various recreational activities. The hours of Open-Gym Freeplay are posted on the Campus Cruiser calendar and outside the entrance to the Coburn Center. The Coburn Center is located inside the Edward and Joan Warren Building and is home to the Intramural Sports and Recreation Program. The hours of activity and the open freeplay areas vary as to the many needs for academic classes, various sports and other activities that are scheduled in the Coburn Center. The freeplay areas are broken down into four groups:

1. Cardio Area: (Located on the Mezzanine) Including treadmills, steppers, and stationary cycles.

2. Strength Conditioning Free-Weight Area: (Located on the Mezzanine) Including dumbbell and barbell free-weight equipment, along with the assorted benches to strength condition the body.

3. Nautilus Machine Room: (Located beneath the Mezzanine) Houses the Nautilus Strength Machines and a Double Cable Pulley Machine for Strength Resistance training.

4. Sports Courts Area: (Located on the Multipurpose Floor) the Sports Courts are versatile to many sport activities such as volleyball and basketball, walking/ jogging laps, etc.

How to Participate in the PCC Intramurals & Recreation Program

1. Determine eligibility, as defined, within a user group:

Categories of Users

Note: (**) Indicates a particular user group can become eligible for participating in Intramural Sports Competition.

Use of the Coburn facility is a privilege, not a right. Failure to comply with facility rules and regulations may result in the revocation of some or all user privileges.

**Academic Students - Full and part-time currently enrolled and attending curriculum and special credit students.

**Basic Skills Students - ECD students currently enrolled and attending AHS, GED, HRD, and ESL classes conducted on the main campus of PCC. Eligible basic skills students must obtain a PCC ID and pay the minimum student activity fee charged to academic students to use the facility and equipment.

**Faculty - Full and part-time employees engaged in curriculum and non-curriculum teaching.

**Staff - Full and part-time employees engaged in administrative and support roles in relationship to the instructional and community service functions of the college.

Spouse - The husband or wife of a faculty or staff member. A spouse must be accompanied by their faculty or staff spouse.

Dependents (IRS) - Children of faculty or staff ages 10 to 17 years. Restricted access to children under 10 years of age was established because equipment in the Coburn Facility was selected for use by adults, not small children; and, activities in the center could result in an injury to small children (flying balls, running players, etc.) For these reasons we are asking that faculty and staff not bring children under 10 years of age to the facility during recreational free play. Dependents must be accompanied by parents or guardians and directly supervised when using the facility.

Spectators – The general public may be allowed in the facility to view intercollegiate and intramural competitions.

Board Members - Members of the PCC Board of Trustees and their spouses; members of the Pitt Community College Foundation, Inc. and their spouses.

Visitors - Individuals or special groups invited to PCC for official reasons other than to specifically use the facility. Visitor use requires the approval of the President (or his/her designee), or a vice-president (or his/her designee), or an associate vice-president (or his/her designee).

Groups and Organizations (Internal and External) – (See Vice President, Administrative Services for fees, rules and scheduling)

2. Priorities of Usage of the Coburn Center
   (These are ranked in order of priority)
   a. Instruction of curriculum and non-curriculum courses;
   b. Intercollegiate Athletics;
   c. Intramural Sports;
   d. Recreational Free Play; and
   e. Institutional/Community Service

3. Bring your PCC ID card

4. Bring/wear your exercise clothes and shoes
(Only exercise clothing is allowed. This includes exercise shorts or pants with no buttons, belt loops, rivots, etc. Also, only closed-toe athletic shoes with non-marking soles are allowed. (No sandals, boots, cleats, heels, dress shoes, etc.))

5. Bring your own lock to use with the lockers while you are in the Coburn Center. You must remove your articles and lock upon leaving the Center.

For further information drop by the Coburn Center or call the Intramural and Recreation office at (252) 493-7218.

INTERCOLLEGIATE ATHLETICS PROGRAM

The mission of the Pitt Community College Intercollegiate Athletic Department is to educate and empower student - athletes for success:

* In life skills
* In higher education
* In the workforce
* In character
* In sportsmanship
* In citizenship

This mission will be achieved through these goals:

1. Encouraging academic achievement by means of monitoring student-athletes' through progress reports twice a semester

2. Requiring sportsmanship at all times and respect of officials and opponents by means of the Student - Athlete Code of Conduct

3. Instilling an attitude of responsibility for one's actions in the classroom, playing field and life in general by means of the Responsibilities of a Student-Athlete and the Student - Athlete Code of Conduct

4. Requiring regular attendance and active participation in the academic aspects of the student - athlete experience by means of Weekly Attendance Sheets and Progress Reports

5. To win

It is the philosophy of the athletics department at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Faculty Senate, Student Government Association (SGA), Athletic Academic Advisory Committee, Athletic Department Advisory Committee and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Intercollegiate athletics include Men's Baseball, Men's Golf, Women's Fast-Pitch Softball and Women's Volleyball. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition. Athletes must remember that they represent Pitt Community College 24 hours a day, therefore, the use of profanity or un-sportsmanship-like behavior, not only reflects badly against the athlete, but Pitt Community College as well.

Pitt Community College athletes must abide by the rules and regulations set forth by the Department of Athletics and its coaching staff and are subject to the rules governing the National Junior College Athletic Association (NJCAA). Athletics must maintain a grade point average, which meets or exceeds the NJCAA and the general population Athletic Department guidelines in order to participate in athletic competition. Additionally, athletes must communicate with faculty regarding scheduled events, which will involve being absent from class(es) and must be responsible for making up class work in a timely manner.

Athletes are subject to the same academic requirements as all other students pertaining to admission, academic standing, and graduation requirements. No academic exceptions are made for student-athletes at Pitt Community College.

Code of Conduct for Intercollegiate Student-Athletes (adopted from the Pursuing Victory with Honor, Six Pillars of Character)

We believe that athletic competition should demonstrate high standards of ethics and sportsmanship and promote development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor. The six-core principle is:

1. Trustworthiness - be worthy in all you do
2. Respect - treat all people with respect all the time and require the same of other student-athletes
3. Responsibility - be a student first and be committed to receiving the best education you can
4. Fairness - live up to high standards of fair play, open-mindedness and willingness to listen and learn
5. Caring - demonstrate concern for others
6. Citizenship - play by the rules and honor the spirit of the rules

For further information about Intercollegiate Athletics contact the Director of Athletics Office at (252) 493-7434.

LOST AND FOUND

Lost and found items should be registered with the Pitt Community College Campus Police Office.

HEALTH SERVICES

Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Pitt County Memorial Hospital. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has an Emergency Procedures Manual and copies are available in each department of the College.

STUDENT ASSISTANCE PROGRAM (Mental Health Services)

PCC and private providers have developed a Student Assistance Program which is available to full-time students who need long-term care and/or psychiatric services. Students who are referred by designated PCC personnel receive three free visits. Students are responsible for payment after the first three visits. Contact the Office of the Student Assistance Program Coordinator, (252) 493-7595, for more information on this program.

STUDENT SEXUAL ASSAULT RESPONSE SYSTEM

Pitt Community College provides a comprehensive Student Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to student sexual assaults that maintains the dignity of all members of the campus community. Pitt Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragements of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

The College's Sexual Assault Counselor will oversee the implementation of this policy/protocol and serves as a primary resource for the student reporting an assault. All students who are victims of sexual assault are encouraged to report to Campus Police that a sexual assault has occurred on campus and/or contact the Sexual Assault Counselor as soon as possible after the alleged incident. Complaints by or against students will be forwarded to the Vice President for Student Development for resolutions within existing disciplinary procedures. The Campus Police Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact the Sexual Assault Counselor (Vernon White Building, Room 20) or Campus Police (Tr. 17). All incidents of sexual assault must be reported to the Vice President for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines
The primary purpose of the Pitt Community College computer network is educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

FOOD SERVICE

The College cafeteria has a hot food service operated in the Goess Student Center. Hot meals and short-order items, and fountain drinks are available. Hours of operation are 7:00 a.m. to 2:00 p.m. Monday-Friday.

Vending machines for soft drinks and snacks are located in most buildings.

PRESCHOOL LABORATORY

As a part of the Early Childhood Education program, Pitt Community College has a preschool laboratory on its campus which operates Monday - Friday from 7:00 a.m. to 5:30 p.m. The PCC Preschool is a year-round developmentally appropriate preschool program for children birth to 5 years old and was Pitt County's first Five Star Center licensed by the NC Division of Child Development. The preschool staff has received the Early childhood Professional Development Award in 1997. The program is North Carolina's Eastern Region Model Early Childhood Education Center and a participant in Frank Porter Graham and the National Center for Early Learning and Development "Best Practices" Research.

A waiting list is maintained and openings are filled on a first-come, first-served basis, with preference given to PCC students, faculty, and staff. Tours are given on every Friday at 10:00 a.m. for parents interested in placing their child on the waiting list.

HOUSING

The College does not provide housing facilities for students either on or off campus.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made at the Campus Police Office, Trailer 17. For further information call (252) 493-7777.

PCC ACADEMIC EXCELLENCE AWARDS PROGRAM

The Academic Excellence Awards program is designed to showcase students' academic achievements as well as their service to the College and their community. This program is funded by the PCC Foundation/Institutional Advancement and takes place during the spring semester. Two students are selected from the 50 recipients to represent PCC in the N.C. Community College System's Academic Excellence Awards program. Students must be nominated by PCC faculty/staff using the appropriate forms. The criteria for nomination include:

- ❖ Must be currently enrolled in a minimum of 9 semester hours
- ❖ Must have completed at least 24 semester hours at PCC towards an Associate Degree
- ❖ Must have a cumulative GPA of not less than 3.5 (not rounded)
- ❖ Must have provided service to the College and community

Please call Leslie Rogers at 252-493-7322 or email lrogers@email.pittcc.edu for more information.

STUDENT ORGANIZATIONS

Policies for Clubs and Organizations

Student activities provide programs and opportunities to assist Pitt Community College students in becoming well rounded and in developing interpersonal communication and leadership skills.

Campus organizations shall be open to all students, meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, staff, instructor, or college activity.

Chartering Guidelines for Clubs and Organizations

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Pitt Community College. To charter a club or organization, the following must be filed with the Vice President for Student Development or designee:

1. Name of club or organization

2. Purpose of the club or organization

3. Name of the advisor

4. Names of charter members. (Minimum of 10 charter members required)

5. A constitution and/or a written statement which includes the following statements:
   a. Only students registered at Pitt Community College will be officers and/or voting members of the organization.
   b. No discrimination on the basis of race, creed, gender, handicap, or national origin shall exist within the organization. (Please specify all criteria for membership.)

A charter will be issued to the organization upon approval of the Vice President for Student Development Services. Any student organization found guilty of violating State or Federal law or the policies of Pitt Community College shall be disbanded by the College.

Chartered organizations must submit the following information to the Student Activities Coordinator:

1. Dates, times and locations of regularly scheduled meetings
2. Names, addresses, and phone numbers of officers
3. Information on regional, state, and national affiliations

Guidelines for Clubs and Organizations Bank Accounts
Clubs and organizations are responsible for establishing and maintaining their own bank accounts. Club advisors and officers have oversight responsibility for student club/organization bank accounts. According to the Audit Manager, the Office of the State Auditors does not have oversight responsibility relating to these accounts since these funds do not belong to the College. These bank accounts SHOULD NOT have the College's federal ID number since they are not College funds. As far as bank account names, there are no regulations that address the issue of the College's name being on the account (i.e. Pitt Community College Spanish Club).

The club advisor(s) and officers should develop guidelines specific to their club/organization regarding bank accounts and include this information in their constitution/policies & procedures. To protect both the club advisor(s) and officers, more than one person should have oversight responsibilities and a regular report on account activities should be included in business meetings. Clubs should review the bank signature cards annually. If only faculty and staff members sign the signature cards for a club/organization, this may not be necessary. However, if students are also signing signature cards, their names should come off of the signature card if they are no longer attending Pitt Community College or their term of office expires.

The treasurer should represent the Club to assure the proper receipt and expenditure of funds in accordance with the directives established by the club membership. The club advisor(s) and officers have the responsibility to determine the disbursement of funds to meet the Club's expenses.

Procedure for Approval of Clubs and Organization's Fund-Raising and/or Solicitation of Funds

All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s) and approved by the Vice-President, Student Development Services or the Vice President, Institutional Advancement. Clubs and organizations must submit a written request for approval stating the purpose and type of fund-raising activity, whether it will take place on or off-campus, and the targeted group (e.g., community, business/ industry, student body, staff, etc.) The date the activity is planned should be specified and the request should be submitted at least one week prior to the activity. Refer to Fundraising on page 100.

American Association of Medical Assistants (AAMA)

Students enrolled in the Medical Assisting program may join the local (Pitt County Chapter), state, and national AAMA. AAMA meets the second Thursday of each month at 6:30 at Greenville Pediatrics, AAMA provides opportunities for professional growth, fun, and fellowship. Scholarship opportunities for medical assisting students are available through AAMA. Contact Krystal Sugg, (252) 493-7455 or ksugg@email.pittcc.edu.

Association of Advertising and Graphic Design

Association of Advertising and Graphic Design is a student-operated organization run by Advertising and Graphic Design curriculum students. Advisors are Eleanor Willard and Stacy Jarrell. Each fall semester officers are elected from active members. All students enrolled in the design program at PCC may join. This organization contributes and promotes excellence in design by organizing and enabling trips to Raleigh for AIGA (American Institute of Graphic Arts) speakers, lectures and events, as well as other art enriching activities and locations. This association also promotes unity among all members through teamwork and artistic exposure. Contact Eleanor Willard (252) 493-7277 for more information.

Biology Interest Group (BIG)

The PCC Biology Interest Group is open to all students, faculty and staff at PCC who wish to explore scientifi c topics (i.e., ecology, evolution, biotechnology, and medicine). BIG allows interested individuals to meet and discuss scientifi c issues and to participate in trips or volunteer activities related to science topics. PCC BIG may also sponsor debates or host speakers from industry and academia to discuss scientifi c careers and research. Members do not have to be science majors and there are no grade point requirements or dues. Contact Donna Bivans (252) 493-7478 or Tammy Atchison (252) 493-7466.

Delta Epsilon Chi

Delta Epsilon Chi is the student organization for the Marketing and Retailing program. It is the college division of the high school DECA student organization. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join. Contact Hope V. Clark (252) 493-7363.

Elements of Praise Gospel Choir
Elements of Praise Gospel Choir is an organization that allows the musical talents of PCC students, faculty, and staff to be showcased. The purpose of the organization is to expose others to gospel music and its various styles as an art form. The organization performs at various PCC functions as well as community events. Membership is open to all PCC students, faculty and staff. For more information, please contact Jamelle G. Moore, (252) 493-7763 or Kim Waters, (252) 493-7764.

Gamma Beta Phi
Gamma Beta Phi is a national honor, educational service organization chartered at Pitt Community College in 1975. Students must have a minimum 3.0 GPA with at least 12 semester hours completed and must be in a degree granting program. The primary purpose of the society is to encourage scholastic efforts, reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. For additional information please visit the national website at www.gammabetaphi.org On campus please contact Robert Tallo, (252) 493-7316.

International Association of Administrative Professionals
The Administrative and Medical Office Technology Departments at Pitt Community College are associate members of the Greenville Chapter of the International Association of Administrative Professionals. The IAAP meets on PCC's campus on the fourth Tuesday of the month. IAAP is a professional organization devoted to the career enhancement and professional growth of office support workers. This organization plays a crucial role in developing the soft skills--interpersonal skills and communications skills--that employers want. It also gives Office Administration students an opportunity to network with professionals already working in their chosen profession. If you wish to learn more about the Greenville Chapter of IAAP, please contact Theresa Rawls, (252) 493-7473. You may learn more about this organization at http://www.iaap-hq.org

International Club
The International Club is an organization of students, faculty, and staff who have lived in a foreign country or have an interest in the cultures of the world. Its purpose is to be a support group for foreign students and to sponsor activities that enhance cross-cultural understanding on the PCC campus. Contact Joy Tucker at (252) 493-7450 for more information.

Lambda Beta Honor Society for the Respiratory Care Profession
The Lambda Beta Honor Society is a national honor society that promotes, recognizes, and honors scholastic achievement, service, and character of students, graduates, and faculty members involved in the Respiratory Care Profession. To be nominated, a respiratory therapy student must be in the fi nal semester of the Respiratory Therapy Program, have a grade point average of 3.5, rank in the top 25% of the class, and be of good character. Contact Wendy Ayscue (252) 493-7378 for more information.

Lambda Epsilon Chi (LEX)
Lambda Epsilon Chi is a national paralegal honor society established by the American Association for Paralegal Education. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies. To qualify for induction, students must have completed 2/3 of the course requirements. We may only induct 20% of those eligible at any one time. The student must have demonstrated "superior academic performance" by a major GPA of 3.5 or better. Contact Lora Clark (252) 493-7246.

Phi Theta Kappa (PTK)
Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. To be eligible for membership a student at PCC must complete a minimum of twelve hours of associate degree course work and earn a grade point average of 3.75 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college. For more information, contact Ann Land (252) 493-7309 or Edwin Franklin (252) 493-7537.

PCC Association of Human Services Technology (PCCAHST)
This organization unites a common bond with students enrolled in classes with the Human Services occupational objectives. It seeks to develop a thoughtful, genuine, and empathetic attitude toward human beings and to expand and implement knowledge, skills, and attitudes necessary to help people help themselves. The PCCAHST is affi liated with the Southern Organization of Human Services (SOHS). Contact Ray Taylor, (252) 493-7263, or Bob DeSoto, (252) 493-7283.

PCC Association of Respiratory Therapy Students (PARTS)
The Pitt Community College Association of Respiratory Therapy Students (PARTS) contributes to and promotes excellence in both respiratory therapy education and the Respiratory Care Profession, as well as promotes unity among all members involved. Students enrolled in the Respiratory Therapy Program may join by completing an application for membership. Contact Wendy Ayscue, (252) 493-7378 for more information.

PCC Criminal Justice Association
The Pitt Community College Criminal Justice Association is a service organization meant to establish and promote good fellowship among the members and the community as well as to encourage a high order of ethical standard and professional attainment. We support and carry out programs that will further the education of prospective criminal justice professionals as well as assist them in becoming well rounded individuals able to make a significant contribution to the community in which they live. Membership is open to any currently enrolled PCC students or graduates of the criminal justice program. Contact Altrice Gales, (252) 493-7718.

PCC Paralegal Association
Pitt Community College Paralegal Association (PCCPA) is a student organization affi liated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the paralegal program may join. No grade point requirements must be met to join. Contact Lora Clark, (252) 493-7246.

Pitt Community College Student Ambassadors
Ten to twelve students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make presentations and assist with student recruiting. Students receive tuition scholarships and collegiate apparel in exchange for their services.

Applications are available in the Office of the Assistant Vice President, Student Services. Contact Leslie Rogers, (252) 493-7322, for more information or visit the PCC Student Ambassador website at www.pittcc.edu.

Pitt Community College Student Leaders Embracing Education in Polysomnography (SLEEP)
Pitt Community College Student Leaders Embracing Education in Polysomnography (SLEEP) is an organization that provides students the opportunity to promote and advance the Polysomnography Profession. The organization encourages personal, professional, and academic development through education and camaraderie among members. Students enrolled in either of the Polysomnography Programs may join by completing an application. Contact Sandra Mathis (252) 493-7759.

Pitt Game Developers Association
The purpose of this club is to form a community of people interested in subjects related to game development. By forming this community we hope to provide the following benefits to members: having a group of similarly interested students for support; having access to more experienced students to learn from; a place for students to find groups or projects to work with; and a place for project leaders to find students willing to help. PGDA holds monthly meetings where topics relative to gaming and game design/development are discussed, as well as how each stage of the game development cycle should proceed on our own games. For more information, contact Melanie Sparks (252) 493-7336, or visit the club website at http://pccgda.com.

Rotaract
The Rotaract Club is an international service organization committed to providing students with the opportunity to grow and serve their communities. Rotaract was founded in 1968 by Rotary International, an association of clubs made up of service-minded business and professional leaders. Rotaract Clubs enable Rotaractors to grow personally and professionally, address community needs, and promote international understanding through friendship and service. Students will have the opportunity to participate in local and international service trips.
For more information, contact Angela Martin, (252) 493-7720.

Sigma Alpha Pi
Sigma Alpha Pi is PCC's chapter of The National Society of Leadership and Success, a nationwide organization dedicated to creating long-term positive change in students' lives. Sigma Alpha Pi provides DVD presentations of some of the nation's top presenters, authors, and motivational speakers as they discuss topics such as leadership, creating a vision, and identifying goals. Students also benefit from additional leadership training and participation in peer coaching teams called Success Networking Teams. Contact Marguerite Stephens (252) 493-7440 or Tami Kernen (252) 493-7565.

Society for Advancement of Management (SAM)
SAM is a student organization open to all curriculums. The SAM campus chapter is a working model of a real business organization. Activities will help develop a wide array of managerial and leadership skills such as goal setting, planning, organizing, controlling, project management, scheduling, public relations, budgeting, advertising, and running productive meetings. No grade point requirement must be met to join. Contact Leatrice Freer (252) 493-7395.

Southern Organization of Human Services Education (SOHSE)
SOHS provides a medium for cooperation and communication among Southern Area Human Services/Mental Health professionals, faculty and students; fosters excellence in teaching, research, curriculum planning and clinical skills; promotes improved human services to all individuals through greater utilization of workers at all levels; and serves members in their career development and career placement. Students in a Human Services/Mental Health educational or training program for competence in the Human Services/Mental Health profession are eligible to join. Contact Dr. Ray Taylor (252) 493-7263.

Student Government Association (SGA)
The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. Officers are elected annually and the SGA president serves as an ex-officio member of the Pitt Community College Board of Trustees. Activities supported by the SGA include multi-cultural activities, school cookouts, athletic events, leadership training and community projects. The activities of the Student Government Association are funded by student activity fees. Contact Marguerite Stephens at (252) 493-7440 or Marguerite Parker (252) 493-7747.

Student Massage Therapy Association (SMTA)
The Pitt Community College Student Massage Therapy Association provides opportunities for students to promote academic excellence and professional dialogue among therapeutic massage students. The association fosters a spirit of democracy and unity in all student activities. Members educate others about the benefits of massage therapy and provide therapeutic services to the community at large. Students enrolled in the Therapeutic Massage Program may join by completing an application and paying dues. Contact Candace Frye, (252) 493-7653.

Student Occupational Therapy Association (SOTA)
Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of occupational therapy. Students enrolled in the Occupational Therapy Assistant curriculum and students planning to enroll may join by completing an application for membership and paying dues. Contact Wendy Perrini, (252) 493-7458.

Students Excelling Toward Achievement (SETA)
TRIO (SETA) was organized in the Fall of 2005 to assist and support students attending Pitt Community College (PCC) who have financial need and to promote community and campus activities. We achieve this through processes that include the following: 1) to promote opportunities and programs available at PCC, 2) to provide funding (when available) to qualified students, and assist in identifying scholarship resources, 3) to serve as a volunteer recruiter and refer prospective students to the appropriate offices for academic and career counseling, in such areas as Recruitment/Retention, Career Services, Academic Advising Center, Special Services, Center for Student Success, TRIO SSS etc., 4) to serve as a source of information or guidance needed by PCC students, 5) to establish and maintain support for PCC administration and all administrative functions by providing information about programs, goals, objectives and accomplishments, 6) to support PCC functions, and promote them within the TRIO community, 7) to foster interest and an appreciation of education; thereby reducing low retention rates, 8) to identify barriers that affect 1st generation and low income students' representation and career progression, 9) to recognize role models within Pitt Community College, 10) to provide community service to identified community entities/issues. For more information, contact Jamelle G. Moore, (252) 493-7763 or LaTonya M. Evans, (252) 493-7762.

Students Mentoring Students (SMS)
Students Mentoring Students promotes multicultural student mentoring with a focus on improving student retention, promoting community service, building effective communication, enhancing academic excellence and developing career skills. Meetings and activities are held on campus once a month in September, October, November, February, March, and April. Membership is open to all students with a 2.0 GPA or higher. Contact LaTonya Evans, (252) 493-7762.

PUBLICATIONS
Pitt Community College publishes the following:

* College Catalog
* Student Handbook
* Program Brochures
* The PCC Post Newsletter
* Career Focus
* Annual Report

Information concerning Pitt Community College's publications policies is contained in Pitt Community College's Publications Guidelines.

GUIDED TOURS

Guided tours are available for interested groups and individuals by appointment. Contact the Student Activities Coordinator to schedule tours, (252) 493-7440.

CLASS RINGS

Orders for class rings will be made through an Art Carved representative. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

All automobiles operated on the campus by students and college personnel must be registered with the Pitt Community College Campus Police Office. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

Music played in all vehicles is to be kept to a minimum. The campus parking lots and streets must be quiet zones to maintain decorum in classrooms and the pre-school.

All criminal incidents and motor vehicles accidents are to be reported to the Campus Police, Trailer 17, (252) 493-7777.

INCLEMENT WEATHER

The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on the following local radio and television stations:

Radio	Television
WNCT-FM 107.9	WNCT-TV 9
WCZI 98.3	WITN-TV 7
WGPM 94.3	WCTI-TV 12
WRNS-FM 95.1	WRAL-TV 5
WIKS-FM 101.9	
WXNR 99.5	
WRNS 95.1	
WMGV 103.3	Internet
WSFL-FM 106.5	thenewsleader.com
WRDU-FM 106.1	witntv.com
WTRG-FM 100.7	wnct.com
WKTC-FM 95.5	www.pittcc.edu
WAGO-FM 88.7	

Curriculum and continuing education classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by another alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Admissions and Records Office at all times their current address and telephone number.

All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities:
1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

CHILDREN ON CAMPUS POLICY

No visitor, student, faculty member, or employee of the college will bring his/her children or other children with him/her to class, to work, or to the college and leave them unattended. Children are not allowed in labs or classrooms unless authorized by the appropriate Vice President, Dean, Associate Vice President, or Department Chair. Children must not be left unattended in any area of the college including, but not limited to the cafeteria, parking lots, Learning Resource Center and athletic field.

Violation of this policy at any Pitt Community College's class locations will result in appropriate disciplinary measures. Students who violate this policy may be subject to having their enrollment terminated.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING

The Office of the Vice President of Student Development Services or Assistant Vice President of Student Development Services will meet during Fall and Spring Semesters with a representative group of students to discuss issues which directly affect students. The Vice President of Student Development Services may convene a larger group of students as needed for planning or problem-solving purposes. Also, focus groups are conducted as needed to gather data for changes at the college that effect students.

Student representation and participation are encouraged for departmental advisory committees, staff meetings, quality improvement teams and other related forums.

At least annually, the president and executive vice president will meet with a representative group of student leaders to express concerns and exchange ideas.

For further information contact the SGA Office, (252) 493-7226 or the Office of the Vice President of Student Development Services, (252) 493-7211.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Finally, the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas. Excessive noise of any type which detracts from an atmosphere of learning and study (unless a part of an approved College activity) is prohibited. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to Campus Police.

STUDENT CODE OF CONDUCT POLICY

Statement of Expectation

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right to take necessary and appropriate action to support and protect the safety and well-being of the college community. PCC students are expected to abide by local, state and federal laws as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Faculty Rights and Authority
The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Vice President for Student Development Services. Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Vice President for Student Development Services or designee.

Prohibited Student Conduct – conduct for which students are subject to disciplinary sanctions includes but is not limited to:

1. Any behavior that is disruptive to the educational process of the College as determined by a College official.

2. Academic Dishonesty – cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism (Cheating means getting help that was not approved by your instructor from someone or something on a test, quiz, exam, or assignment. Plagiarism means to submit as one's own the work of another. Plagiarism is stealing someone else's ideas or words).

3. Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances on college property or college sponsored events.

4. College Policy Infraction – violating any other college policy that has been publicized.

5. Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.

6. Computer Misuse – See Computer Network Acceptable Use Policy in PCC Catalog or PCC web site.

7. Discrimination or Harassment – discriminating or harassing conduct.

8. Facilities Misuse

9. False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the college, falsely claiming to represent the college.

10. Gambling – wagering for money or other things of value.

11. Theft of or Damage to Property

12. Violent, Threatening, and Intimidating Behavior

13. Weapons – possessing or using unauthorized firearms or other weapons.

14. Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Vice President of Student Development Services.

Student Rights
All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Dismissal
A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College. Information on dismissal and reinstatement procedures may be obtained from the Office of the Vice President of Student Development Services.

Student Grievance Procedure/Due Process
Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

B. Sexual harassment complaints should be directed to the Office of the Vice President of Student Development Services. The student sexual harassment grievance procedure is covered in the PCC Employee Manual. Copies of the procedure may be obtained from the Office of the Vice President, Student Development Services.

C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure

Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten (10) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within ten (10) working days after satisfying Step 1. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The grievance forms may be obtained from the Office of the Vice President, Student Development Services. The completed grievance form must be presented to the office of the Vice President, Student Development Services within ten (10) working days after satisfying Step 2. The Office of the Vice President, Student Development Services will refer the grievance form to the chief administrative officer of the division. The Vice President, Student Development Services shall respond in writing to the student within ten (10) working days after consulting with the chief administrative officer.

Student-on-Student Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec.1681.a). The purpose of the statute is to prevent "discriminatory practice" in education and "to provide… effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Pitt Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;

2. Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);

3. Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Student-on-student sexual harassment falls under the conduct listed above as item #3. If a student feels that he or she is being sexually harassed by another student, he or she should notify the appropriate instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment.

Students found guilty of sexually harassing another student will be subject to disciplinary action up to and including dismissal from the college.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association, two faculty members, and one staff member.

The decision of the committee is final, subject only to the student's right to appeal to the president of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the Vice President of Student Development Services.

STUDENT FINANCIAL AID CONCERNS

Student concerns regarding Title IV Higher Education Act financial aid or NC State financial aid programs can be directed to the Vice President, Student Development Services. Student concerns regarding Title IV Higher Education Act guidelines can be directed to the US Department of Education by calling 1-800-433-3243. Student concerns regarding the NC State financial aid program can be directed to the NC State Education Assistance Authority, P. O. Box 14223, Research Triangle Park, NC 27709-4223.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

Safety and security of all students, staff, faculty and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

- any act or threat of violence made by an employee, student or customer against another;

- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;

- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;

- any act or threat of violence made directly or indirectly by words, gestures, or symbols;

- use or possession of weapons on the college campus.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

- a wholesome environment of health education awareness for students, faculty, and staff,

- a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and

- the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- providing existing human resources for early intervention for individuals with chemical problem,

- offering educational drug abuse prevention programs,

- referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and

- referring students exhibiting erratic and/or disruptive behavior to the Vice

President of Student Development Services where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.

- Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.

- Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

- The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

CONTROLLED SMOKING POLICY

It is the policy of Pitt Community College that smoking is prohibited in all college **facilities and vehicles**, and within twenty-five feet of all Pitt Community College building entrances.

CANVASSING, PEDDLING, AND SOLICITING POLICY

Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the Vice President of Student Development Services to hold special sale campaigns, solicitation activities, or

to post materials on the campus. Non-student organizations or individuals must request permission from the Vice President of Administrative Services to conduct similar activities.

INSTITUTIONAL ADVANCEMENT

The Institutional Advancement Division coordinates the college's efforts to enhance its relationships with the community and the customers it serves. The division seeks to build partnerships with educational institutions and businesses.

It supports the college's mission by developing and implementing resource development plans to assist in funding the college's strategic plan.

The Institutional Advancement Division includes the following: Alumni Relations, Community Relations, Marketing, PCC Foundation, Public Relations, Resource Development, Grantwriting, VISIONS Program and HORIZONS Program.

FUNDRAISING POLICY

The College's Administration has approved two annual campus-wide fundraising programs - the PCC Foundation Employee Fund Drive and United Way.

Students, employees, and campus organizations engaged in community fundraising activities to benefit the College's programs or organizations should coordinate these activities with the Vice President of Institutional Advancement, (252) 493-7287. All fundraising activities shall be consistent with the mission of the College. There shall be no soliciting or similar activities that are in conflict with the Pitt Community College Foundation.

GRANTS POLICY

The Institutional Advancement Division will administer the research, writing, and collection/storage of all of the college's grants and resource development projects. All grants written for the college will be consistent with the mission of the college and the college's strategic plan. The division will include grant writing and resource development in its planning process and these activities will be evaluated on an annual basis.

The Institutional Advancement Division will provide leadership in training faculty and staff for grant-writing activities. The division's Resource Development Coordinator will provide grant-writing assistance for administration, faculty, and staff. The Resource Development Coordinator will establish and maintain a grant repository for the college. The Resource Development Coordinator will supervise a process for developing and writing grant proposals and work with a Grants Committee.

COMPUTER NETWORK ACCEPTABLE USE POLICY

Mission

The primary purpose of the Pitt Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

Code of Conduct for Users of www.pitt

The users of www.pitt (all of PCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The college does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Pitt Community College

Acceptable Use of Computers and the Network for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Examples of Unacceptable Use

Users are responsible for their actions and activities on www.pitt, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating or displaying threatening, obscene, racist, sexist, or

harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;

10. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures

Manners – Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.) However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense.)

Authorization – Students, faculty, and staff must have appropriate authorization to use the network.

Priority of Access – Students, faculty, and staff have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

Conflicts – In the case of conflicts among users of computing resources and the network, resolution will follow the PCC Network Administration Hierarchy.

Disclaimer – Information obtained through www.pitt is at the user's own risk. PCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

Penalties for Improper Use – Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

INTELLECTUAL PROPERTY POLICY

Pitt Community College must support the incubation and nurturing of innovative ideas in order to further the mission of the College. New discoveries and creations, which are subject to or eligible for intellectual property protection, may emerge in the pursuit of the mission. The stewardship of such intellectual property, consistent with the mission of the College, is an important responsibility of both the College and all covered individuals under the policy including students, faculty and staff. The intent of the Intellectual Property Policy is to define the rights and responsibilities of all full-time and part-time faculty, staff members, and students. These rights and responsibilities will be administered by the College's

Technical Licensing Office, (Vice President of Institutional Advancement).

The Pitt Community College Board of Trustees has adopted an Intellectual Property Policy and a participation agreement that confirms acceptance of the Intellectual Property Policy by all covered individuals and assigns to the College all rights in any Intellectual Property in which the College asserts ownership.

The Intellectual Property Policy includes detailed information about (1) the College's ownership, (2) covered individual's ownership, (3) disclosure of intellectual property, and (4) revenue sharing. A complete copy of this policy is available at the PCC website homepage, each Dean's office, the college's Human Resources Office, and the Technical Licensing Office, (Room 2, Vernon White Building).

LIBRARY

The mission of the PCC Library is to provide the library resources, services, and staff necessary to advance the academic programs of the College and to benefit the greater PCC community.

The Library seeks to offer timely assistance in finding reliable information to all students, employees, and community members. Our knowledgeable staff of professional librarians, technical specialists, and library assistants is committed to providing excellent customer service in meeting this goal. The Library also offers 24-hour reference chat through NCknows.

Library resources include print and audiovisual materials, as well as Internet access to the World Wide Web and to scholarly online documents not otherwise available without subscription. Print collections include books, journals, magazines, and newspapers appropriate for academic research as well as leisure-time reading. Audiovisual collections contain DVDs, CDs, and audio/videocassettes on various course-related topics and for recreational listening/viewing. The first-floor Children's Room is devoted to books and other materials suitable for preschool-age children.

More than 50 computer stations with Internet access are available for public use. Additional laptop computers are available for use in the Library. Wireless Internet access is available on the second floor of the Library for patrons with personal laptops. Most online Library resources, including the Library catalog, are available not only on campus but to distance learners and other off-campus users with Internet access. Some resources require a password for access from an off-campus location.

Facilities are available for group and individual study, including six group study rooms and a 21-seat instruction lab. Faculty members may contact the Instruction Librarian to request librarian-led class instruction in information skills and/or for help in creating assignments that incorporate library research.

Materials not readily available in the Library may be requested by Library card holders through Interlibrary Loan. Faculty members may place personal and/or Library items on Reserve status for their classes' exclusive use. Faculty may also check out audiovisual equipment from the Library for educational use.

Books 'n' Brew, an open house event, provides the opportunity for the PCC community and the community at large to visit the Library for social networking and to become better acquainted with Library resources and services.

The Library is open Monday through Thursday from 7:45 a.m. until 9:30 p.m. and on Friday from 7:45 a.m. until 5:00 p.m. Saturday hours are 9:00 a.m. to 1 p.m. The Library is closed on Sundays and on PCC-observed holidays; hours may vary during semester breaks and summer semester. Located in the Clifton W. Everett building, the Library is arranged and furnished to provide a pleasant atmosphere conducive to study. More information may be found on the Library webpage at http://www.pittcc.edu/academics/library/index.html or by phone at (252) 493-7350.

The Library also houses the Academic Support Lab (ASL) which is a computer-based tutorial center as well as an open computer lab. The mission of the ASL is to promote academic success by providing quality computer resources to support skill-building and maximize the learning experiences of PCC curriculum students. With 20 workstations loaded with a variety of software to compliment PCC instructional programs, the ASL seeks to partner with instructors to provide technology and computer-based tutorials for students experienceing academic difficulty. Instructors may refer students to use computer tutorials for remedial or developmental assistance. Located in room 150 of the Clifton W. Everett Building, the lab is open Monday-Thursday from 8:00 a.m. - 9:30 p.m. and on Friday from 8:00 a.m. - 5:00 p.m. For further information on the ASL, please call (252) 493-7668.

COOPERATIVE EDUCATION (CO-OP)/INTERNSHIP

The Cooperative Education/Internship Program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school. For more information contact your faculty advisor.

Eligibility

Students who have completed at least two (2) semesters in a program that offers cooperative education/internship are eligible to participate if they meet the following requirements:

1. Students must be enrolled in a degree granting program of study with Cooperative Education/Internship as a requirement for graduation,

2. Students must have a 2.0 GPA in their program of study, and

3. Students must plan to graduate from Pitt Community College.

Enrollment Procedure
Students interested in the Cooperative Education/Internship Program should follow the procedure outlined below:

1. Students should make an appointment with their advisor prior to registration to discuss job placement.

2. Students should register for the appropriate Cooperative Education/Internship course and section number.

3. Students should complete a Cooperative Education/Internship Report Book.

Academic Credit
1. Students can receive one (1) semester hour credit for 160 hours of work experience or two (2) semester hour credits for 320 hours of work experience. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer.

2. A student may receive a maximum of two credit hours during any one semester. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.

3. Credits earned with the approval of the appropriate dean substitute for required or elective courses within the curriculum guidelines.

Students interested in the Cooperative Education/Internship Program should contact their faculty advisors.

COLLEGE OUTREACH
The focus of the Pitt Community College Outreach Program is to identify educational and workforce development training needs throughout Pitt County and to refer potential students to services provided by the college. To achieve this goal, the Outreach Director will assess the needs of the diverse population in Pitt County. Along with other College personnel and agencies within the community, the College Outreach Program will refer students to the appropriate educational and workforce development options and support each individual.

College Outreach is a gateway for individuals to inquire about and take advantage of our College's resources so they may determine how or where to begin.

There are several major components to the delivery of Outreach services:
- Personalized assistance with admissions and registration
- Counseling
- Mentoring
- Faculty and student progress checks

- Community–based volunteer program
- Effective media awareness campaign

INTERNATIONAL PROGRAMS AND SERVICES

The International Programs and Services Office coordinates and manages international educational projects for faculty, staff, and students. It leads the internationalization and globalization efforts of the college. Supporting the global component of PCC's mission statement, International Programs and Services seeks to identify and engage in opportunities to:

- Learn more about other regions of the world,
- Better communicate in global and cross-cultural environments
- Enhance values of respect and cooperation to become good global citizens
- Connect with the global economy.

CONTINUING EDUCATION AND COMMUNITY DEVELOPMENT

The Continuing Education and Community Development Division of Pitt Community College provides workforce development training and personal enrichment courses for adults from the community, business, and industry. We strive to offer a diverse range of programs and courses to meet the particular needs and interests of all citizens of Pitt County.

Our programming provides oppotrunities to upgrade occupational skills, to acquire new skills, and to complete high school. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. However, in some cases, specific requirements must be met. High school students 16 - 18 years of age
may be permitted to enroll with written approval from the appropriate public school official.

PHILOSOPHY

The Continuing Education and Community Development Division is committed to enhancing the quality of life and education to the citizens of Pitt County and support a global workforce as well as the local community.

MISSION

The mission of the Continuing Education and Community Development Division is to educate and empower people for success in life and a global workforce through basic skills, industry, small business, occupational, and community service training.

All associates accomplish the mission by way of a unified and committed effort:

- to become the leading providers of workforce development training;
- to use state-of-the-art technology to prepare individuals for employment;
- to partner with other organizations to promote economic development;

- to help adults gain entrance to their educational pursuits by responding to their lifelong learning needs;
- to respond to the need to eradicate poverty and illiteracy by providing basic skills;
- to proactively respond to internal and external customer needs.

SCHEDULE OF COURSES

A schedule of Continuing Education and Community Development courses are published each semester and distributed throughout Greenville and surrounding areas. Classes are organized based upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media such as newspapers, radio, and television are also utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, delete, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact the Division Directors concerning particular areas of interest or the registration desk at (252) 493-7388.

COURSE CREDIT

Generally continuing education courses offered in the Continuing Education and Community Development Division are non-credit. An Adult High School Diploma is awarded after earning 20 units of credit and passing the North Carolina Competency Tests. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request. Certificates may be awarded upon completion of a single course and/or a cluster of courses.

REGISTRATION AND ATTENDANCE

Registration can be accomplished in several ways – walk-in, mail-in, fax, or on-line for some designated courses. All courses require pre-registration indicated in course publicity. Interested students are encouraged to seek information about a particular course via the telephone or by visiting the college website. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College. For further information call (252) 493-7388.

FEES

The basic registration fee charged for an Continuing Education and Community Development Division continuing education course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic registration fee may be mandated by state statute for individuals and/or groups by the source of funding and self-supported course requirements.

Specific fees, such as lab fees, may be charged for items required in a course in addition to normal supplies and materials provided by the College. There is a $5.00 technology fee for Occupational Extension Continuing Education classes.

Insurance cost is a specific fee required of Continuing Education and Community Development Division students in identified courses requiring shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Continuing Education and Community Development Division students may participate in College student activities by paying an activity fee based upon the number of hours enrolled in a given semester. Continuing Education and Community Development Division students who meet on-campus for a significant number of hours are encouraged to participate in all activities.

Continuing Education and Community Development Division students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of the actual cost of the course. The fee will be the usual occupational extension registration fee, at a minimum. The exception to the repetition fee is when the course is required for certification, licensure, or recertification.

REFUND POLICY

The Office of Continuing Education and Community Development Division may refund the registration fee only for courses identified as "Occupational Extension". The registration fee may be refunded under the following circumstances:

1. A student who officially withdraws in person in the Office of Continuing Education and Community Development Division prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.

2. A student who officially withdraws in person at the Office of Continuing Education and Community Development Division or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund.

3. Requests for refunds will not be considered after the 10% point.

To determine eligibility for refund, the student may contact the Office of Continuing Education and Community Development Division. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS

Course descriptions are available upon request by calling or visiting the Continuing Education and Community Development Division or visiting the college website. Individuals who desire counseling or other special assistance may contact the Continuing Education and Community Development Division at (252) 493-7388.

BOOKS AND SUPPLIES

Many Continuing Education and Community Development Division continuing education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are responsible for purchasing their texts and class supplies.

OCCUPATIONAL TRAINING

One of the major goals of Pitt Community College is to provide opportunities for citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses designed for a specific occupation.

These courses are designed for the express purpose of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

The following are examples of general occupational courses:

Blue Print Reading
CPR - Heart Saver
Computer Software Training
Construction Trades
Nursing Assistant - Level I & II
Nursing Assistant Refresher
Monitor Technician (12 Lead EKG)
Medication Aide Instructor Training
CPR Instructor Training
CPR - Healthcare Provider (BLS)
First Aid Basics
Industrial Safety
Home Companion Aide
Medication Aide
Pharmacy Tech I & II
HVAC: CE Credit Courses
Phlebotomy National Certification
Pool and Spa Operator
Cake Decorating
Respiratory Care Practioner Refresher Course
*(New) Command Spanish for Health Care Professionals
Spanish: Beginning Conversation Level I & II

Specialty Occupational Programs

Computer Training

The Computer Technology Center offers traditional instructor led face-to-face training as well as flexible on-line courses. We offer hands-on computer training

in our facility as well as yours. Our courses range from 15-week full semester courses to 1-day seminars and everything in between. Our on-site classes are completely modular and can be custom designed to fit your needs. Our on-line class offerings give you the scheduling flexibility you need to get the training you need in the time you have. You can check out our full on-line course offering at http://www.ed2go.com/pittcc.

Public Safety Instruction

Law Enforcement, Detention and Security Officer Training

Jeff Robinson – jrobinso@email.pittcc.edu
Ryan Willhite – rwillhit@email.pittcc.edu
Bill Price – bprice@email.pittcc.edu

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Examples are: Mandatory In-Service Training, Radar, Instructor School, Criminal Investigation, Jailer Certification Training, Taser, Physical Fitness and certification as a Private Security Officer. The College also offers a two-year associate degree in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

Kyle Willis – pccems@email.pittcc.edu

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training from EMT-Basic, EMT-Refresher to EMT-Intermediate and to EMT-Paramedic. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider. Continuing Education for EMT professionals and volunteer staff is provided on a regular basis. We also offer in-service training for EMS personnel.

Emergency Management Training

Lewis Coble - pccemgt@email.pittcc.edu

The Emergency Management (EM) Program is a multi-discipline program that provides training and educational opportunities to all public safety provides as well as public and private sector personnel. The EM Program at Pitt Community College works in conjunction with the North Carolina Emergency Management Department and FEMA to deliver a wide array of courses and certifications.

On a national level, the EM Program assists public safety and government agencies in maintaining their NIMS /ICS compliance to qualify for federal funding and grants. At the state level, EM delivers training in four key areas: preparedness, mitigation, response and recover. On a local level, the EM Program can assist any group – public or private, including assisting local churches, civic groups and/or communities in creating community emergency response teams (CERT).

For a list of available courses and training opportunities, visit the web site: http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010,000027,000221

Fire Rescue Training

The Fire and Rescue Training Program is designed to provide fire and rescue personnel an opportunity to gain technical information and to build skills in modern fire fighting through a variety of learning experiences. These courses are usually conducted in local fire departments for volunteer and career firemen who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Subject areas for firemen may include: cadet fire academy, arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, personal protective equipment, and fire fighting procedures. Other specialty area training is available. Please refer to the training schedule. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training is available to the public and industry, as well as, fire service personnel. Some classes offered requires the student to be at least 18 years of age.

General O.E.

Licensure/Certification

The Licensure/Certification Program is designed to provide training for occupations that require prerequisites to employment or as a continuing requirement to maintain currency in an occupational area.

The Continuing Education and Community Development Division offers specific training prescribed by a licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Certification courses include, but are not limited to Notary Public Education, NC Auto Safety Inspection, and NC On Board Diagnostic Emissions Inspection Training, EMT (Basic, Intermediate and Paramedic).

Safety Training (OSHA)

The Division works closely with the North Carolina Department of Labor to provide required OSHA compliance and safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

Health Care Programs

Nursing Assistant Programs

Pitt Community College offers Nursing Assistant I, Nursing Assistant II and Home Companion Aide Classes. Nursing Assistant I and Nursing Assistant II Classes are offered several times a day and on the weekend each semester. The Home Companion Aide Class is offered as the need arises.

The Nursing Assistant I is a 144-hour course which prepares graduates to provide personal care and perform basic nursing skills. It includes 96 hours of classroom/ lab and 48 hours of clinical learning experience. After successful completion

of this program and passing State Testing, the student is certified and listed with the NC Department of Health and Human Services. This course is often used as a pre-requisite for other Health Care Programs under Curriculum degrees.

The Nursing Assistant II is a 168-hour course that prepares graduates to perform advanced procedures with job placement usually at the hospital level. It includes 80 hours of classroom/lab and 88 hours of clinical learning experience. Students must have a current Nursing Assistant I Certification with the NC Department of Health and Human Services to take the NA II course. After successful completion of this program, the student is certified and listed with the NC Board of Nursing, Raleigh, NC.

The Home Companion Aide is 75-hour introductory course for individuals wanting to learn the very basic nursing skills and not desiring a certification.

Nursing Assistant Medication Aide

The Nursing Assistant Medication Aide is 24-hour class for non-licensed personnel to become prepared to administer medications to patients orally, topically and by instillation routes. The Nursing Assistant Medication Aide is taught to perform a narrowly defined set of tasks; right person, right drug, right time, right dosage right route, and right documentation, with employment in the long-term health facility. Classes are offered each semester.

Medication Aide Instructor Training

This 16-hour course is designed to meet the training requirements to become a Medication Aide Instrutor. To participate in the course, individuals must have a current, unrestricted license to practice as a registered nurse in North Carolina and have had at least two (2) years of practice experience as a registered nurse that includes medication administration. Upon successful completion of this course, an individual is eligible to apply for certification listing with the North Carolina Board of Nursing.

Monitor Technician-(12 Lead EKG)

The Monitor Tech (12-Lead EKG) is a 75-hour course that teaches the student anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional/atrial rhythms, heart blocks and bundle branches and ventricular ectophy rhythms. The student will become proficient in reading and interpreting EKG's. Upon successful completion of a written exam and practical skills, the student will be certified as a 12-Lead Monitor Technician. This will qualify the student for employment with the cardiac or other unit in the hospital setting.

CPR Instructor Course

The CPR Instructor's course is a 16-hour course designed to certify basic CPR Instructors through the American Heart Association. This course teaches instruction skills in general, as well as specific CPR teaching skills. Upon

successful completion, the student will be awarded a CPR Instructor's Certificate. Pre-requisite: Current certification in CPR course "C" or equivalent.

CPR

CPR Health Care Provider (BLS) provides training to provide basic life support (rescue breathing, cardiopulmonary resuscitation and the relief of choking for adult, infant and children). Students learn one-man and two man rescuer CPR and the use of barrier devices. Difibular training is included in this course. Re-certification is required every 2 years. CPR Heartsaver teaches Basic Adult CPR and teaches warning signs of heart attack and stroke, and relief of choking for adult victims. Re-certification is required every 2 years. Class size is limited.

First Aid Basics

First Aid Basics is a course that includes Emergency Action Steps, care for bleeding, shock, poisoning, sudden illness and other common first aid emergencies. Students successfully completing this course will receive a First Aid Basics certificate valid for three years. Class size is limited.

Respiratory Care Refresher

The Respiratory Care Practitioner Refresher Program consists of a NC Respiratory Care Board (NCRCB) approved respiratory review course, a laboratory skill review/evaluation, and NBRC CRT Self-Assessment Evaluation. This course addresses a full lrange of common respiratory problems in the intensive care as well as general care areas of respiratory care. Depending on the needs, students may take the complete program or individual portions.

The review course portion will consist of either of a home-study Registered Respiratory Therapy (RRT) and Clinical Simulation Exam (CSE) review or a comprehensive onsite review program which includes the CSE and RRT review. Kettering Seminars is the only company at this time which offers both programs. The laboratory and testing portion must be completed at one of the identified NC community colleges.

Pharmacy Technician I and II

Pharmacy Tech I provides training for students to be trained to work under the supervision of a pharmacist in a pharmacy. It provides the student with basic knowledge and skills required to work as a technician in a pharmacy. The course includes basic math, drug calculations, drug classification, drug distribution, and basic terminology.

Pharmacy Technician II requires Pharmacy Technician I as a pre-requisite. This course provides the student with knowledge and skills required to work as a technician in a pharmacy. This course includes compounding, calculations, drug classifications, and review for certification.

Phlebotomy Technician (National Certification)

Phlebotomy Technician is a 240-hour course that prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experiences in performing blood collections. The student must be a high school graduate or have equivalent GED.

Chiropractic Assistant

This 72-hour program consists of a series of separate units of study that provide the successful student with competencies to become a Professional Chiropractic Aide. It consist of: terminology, anatomy & physiology, record keeping, physical exam, diet & nutrition, physical modalities, CPR, first aid, history taking, vital signs, therapeutic rehabilitation, psychology, orthopedic exam, public relations, clinical lab & practical application.

Health Care Technology Certificate

The Health Care Technology program prepares multi-skilled health care personnel too perform a variety of assistive skills which cross several traditional health care disciplines. To enter this program of study the student must already be listed on the Nursing Assistant I Registry and have documentation of successful completion of a Nursing Assistant I program.

After entering this program of study the student will be required to take the NA II Program, the National Phlebotomy Program, CPR-Health Care Provider, and the EKG 12-Lead Monitor Technician Program.

Course and Hour Requirements

Courses for this Certification			Class Hours
NUR	3240	Nursing Assistant I	144
SAF	3020	CPR-Health Care Provider	8
NUR	3241	Nursing Assistant II	168
MLA	3022	Phlebotomy	240
NUR	3267	EKG-12 Lead Monitor Technician	75
			635 hours

*Total Hours for Certificate is 635.
*CPR must be current.
*At the completion of all courses a Health Care Technology Certificate will be issued.

Leadership Development Training
Leadership Development Training courses are designed for potential and current supervisors who want to become more effective leaders. Courses are offered both on and off campus. The courses are flexible in content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Organizational Improvement Training
The Continuing Education and Community Development Division is dedicated to providing quality training to support the customer oriented/ continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The training may include awareness and introductory courses as well as specific courses providing practical approaches to communication, decision-making, teaming, data collection skills, and other continuous improvement training. The Division is licensed to offer several nationally recognized quality programs including Achieve Global, Total Quality Transformation, and ISO-9000 Training. Organizations interested in initiating a quality program or improving current practices should consult with an Continuing Education and Community Development Dean to plan an appropriate program.

Professional In-Service Programs
Teacher Certificate Renewal: Local school officials responsible for providing in-service training for teachers coordinate with the Continuing Education and Community Development Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and delivery of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Continuing Education and Community Development Division coordinates with each agency to develop appropriate in-service programs on an as-needed basis.

BUSINESS AND INDUSTRY SERVICES
The primary purpose of the Business and Industry Services area is to develop and deliver customized training which will enhance the growth potential of companies located in Pitt County while providing the workforce with skills essential to successful employment.

All of these programs and services are directly related to new and/or sustained economic growth. Liaison with state, regional, and local agencies associated with economic development is an important responsibility of the Continuing Education and Community Development Division.

Classes may be arranged to meet specific needs such as training individuals for employment for new industries locating in the area, training new employees for certain industry expansion programs, and training existing skilled or semi-skilled workers in manufacturing to use new technology. These classes may be held at the industrial site, on-campus, or at other convenient locations.

Customized Industrial Training (CIT)
This program is designed to respond to industries that are installing new technology or adding jobs and their employees need training for this technology. This is a grant process which will be approved by the North Carolina Community College System and others. The Director of Business and Industry Services should be contacted to inquire about this program.

Small Business Center
The Small Business Center of Pitt Community College is designed to encourage entrepreneurship and add value to new and existing Pitt County Businesses by providing world class learning opportunities, one-on-one counseling, and access to business reference materials. Learning opportunities are provided in 2-3 hour free weekly seminars open to the general public.

Sample seminar topics include the following:

Starting a Small Business	Financing Your Business
Building a Brand	Grant Writing
Hiring Smart	Business Bookkeeping
Successful Marketing Strategies	Doing Business with the Government

The counseling services provided by the Small Business Center are offered at no cost to Pitt County residents by appointment only. All discussions are kept strictly confidential. We are committed to providing expert advice and referrals to help business owners improve their bottom lines and operating systems. The Small Business Center also maintains a business resource library that contains up-to-date reference materials, how-to manuals, and periodicals designed for you to peruse at your leisure in our self-directed learning center. This center is open to the public during normal operating hours. For seminar schedules, counseling appointments, or additional information call (252) 493-7625 or (252) 493-7541.

COMMUNITY SERVICES
The Community Service Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in a vocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enables adults to develop knowledge and skills in areas of general interest to the community. The Division will develop courses and activities to meet specific needs and interests of its adult participants. The following are examples of general interest courses:

Art: Painting, Drawing, Sketching
Arts and Crafts
Creative Writing
Conversational French, German, Spanish
Motorcycle Safety courses
Investments and Securities
Memoir Writing
Sign Language: American
Ballroom Dancing

BASIC SKILLS PROGRAM

The Continuing Education and Community Development Division offers educational opportunities to Pitt County citizens who want to improve basic skills that would enable them to be more successful in today's workplace. The Adult Basic Education Program (ABE) provides foundational instruction in reading, writing, and math. The Adult High School Diploma (AHS) and the General Educational Development (GED) programs are available to any qualifying adult student who does not have a high school diploma. English as a Second Language (ESL) provides instruction to meet the varied needs of individuals for whom English is not their primary language. Compensatory Education is a program that provides instruction in basic and life skills for adults with intellectual disabilities. Achieving College Entry (ACE) provides instruction in reading, math, and writing skills for high school and/or GED graduates in preparation for college entry tests. Workplace classes are provided at worksites throughout Pitt County to meet the need of employers and their employees. More detailed information follows on each program. For more information call (252) 493-7396. There are no charges for the classes or materials.

Adult Basic Education

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation necessary to function effectively in society, on a job, or in the family. Adult Basic Education includes coursework designed to prepare for the GED, to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of being citizens. Computer-assisted instruction may be available as an added incentive for students working toward their goals. Classes may be established throughout Pitt County and may be co-sponsored with churches, schools, business and industry or community organizations.

Adult High School Diploma Program

The Adult High School Diploma Program is a program of instruction designed for adults who wish to earn a high school diploma by completing course credit not previously earned in a traditional high school setting. The program consists of core courses required by the Department of Public Instruction along with electives required by the public school system and the community college. Students who successfully complete all required courses and pass the NC Competency Tests

of Reading and Mathematics will receive an Adult High School Diploma given by Pitt County Schools and Pitt Community College. Students wishing to enter the Adult High School Diploma Program may contact the Basic Skills Office for further information.

General Educational Development (GED) Classes
The GED (General Educational Development) Program is a program of instruction designed for adults to prepare for the Tests of General Educational Development (GED). Morning, afternoon, and evening classes are offered on main campus and throughout Pitt County. To obtain a GED diploma, students must take a battery of five tests: Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics. GED tests are administered to qualified applicants. Each student is required to pay a test fee of $7.50.

High School Diploma Equivalency/GED
Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests that make up the Tests of General Educational Development (GED). A General Educational Development Diploma is awarded to students by the State Board of the North Carolina Community College System. Those students scoring 2,250 or higher are eligible for the diploma. A High School Equivalency Diploma is recognized by employers and educational institutions and is issued by the North Carolina Community College System.

Workplace
In conjunction with employers, instruction is provided to fit the needs of adult learners who seek to improve reading, writing, spelling, and math skills or prepare for the GED or college entry. Classes may be offered on-site.

English as a Second Language
The English as a Second Language is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. English as a Second Language provides instruction to improve competence in speaking, reading, writing, and understanding the English language to enable students to further their education or obtain employment. Classes are held at locations throughout Pitt County. Extra help with English acquisition may be received in the ESL lab.

Learning Center
The Learning Center is designed for adults to improve reading, math, and writing skills and/or to prepare for the Tests of General Educational Development (GED). The Center offers individualized instruction in an open lab format and provides a wealth of resources for the adult learner. Students may use books, computers, videos, and other materials to assist in their learning. Hours of operation in the Center are 8:00 a.m. to 9:00 p.m. Monday – Thursday, 8:00 a.m. to 5:00 p.m. Friday.

Compensatory Education
Compensatory Education is a program of instruction designed to compensate adults with intellectual disabilities who seek to improve basic skills and life skills. The focus of the Compensatory Education Program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living:

*Become more independent and self-directed
*Become more familiar with basic occupational skills
*Acquire skills to meet and manage community, social, career, and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Eastern Carolina Vocational Center, and at various locations in Pitt County.

Achieving College Entry (ACE) Lab
The Achieving College Entry (ACE) class assists high school or GED graduates to improve math, reading, and writing skills before taking the college entrance exam. Classes are held on main campus and the hours are 1:00 p.m. to 4:00 p.m. Monday through Thursday.

HUMAN RESOURCES DEVELOPMENT
Human Resources Development (HRD) is designed to educate and train people for success in the workplace.

The Human Resources Development Program provides employability skills training for unemployed and underemployed adults. The HRD Program addresses each of the six core HRD components:

* Assessment of an individual's assets and limitations
* Development of positive self-concept
* Development of employability skills
* Development of communication skills
* Development of problem-solving skills
* Awareness of the impact of information technology in the workplace (basic computer skills)

These six components are incorporated into the different classes or labs that may be self-directed, self-paced, and structured. The Human Resources Development Program helps participants transition into the community college, retain employment and advance in a career by building employability skills and setting career goals.

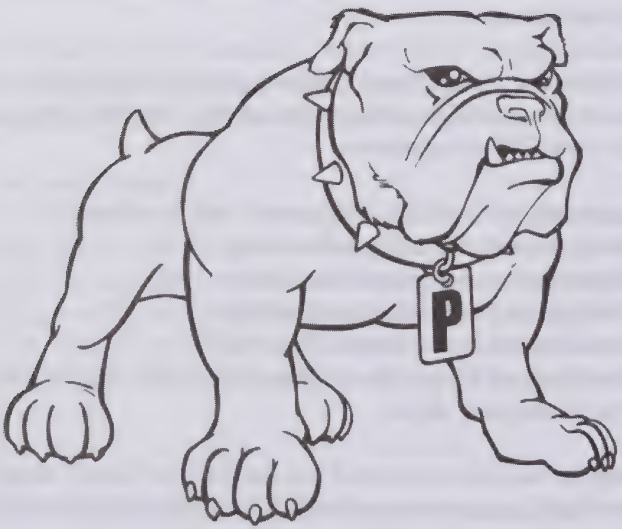
WORKSHOPS, SEMINARS, AND CONFERENCES

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES

Some courses are offered as self-supporting courses. These are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college is covered by course fees. Self-supporting courses are non-transferable and non-refundable.



SUMMARY REPORT ON PERFORMANCE MEASURES
Pitt Community College
(June 2008 Report)

MEASURE	STANDARD	PITT CC PERFORMANCE	MET STANDARD
A. Progress of Basic Skills Students (students make progress within literacy level, complete a level, or move to a higher level)	75% progress (composite)	76%	Yes
B. Passing Rates on Licensure/ Certification Exams for First-Time Test Takers	Aggregate passing rate = 80%	83%	Yes
	Exceptional Standard: No exam < 70%	1 < 70%	No
C. Performance of College Transfer Students [Percentage of students (associate degree recipients and the students who transferred with 24 or more semester hours at community colleges) with a GPA equal to or greater than 2.0 after 1 year of transferring to a 4 year college or university.]	83% with GPA => 2.0 after 1 year at university	With associate degree, 82.2%; No degree, but 24+ hours, 78.7%; Combined 79.9%	No
	Exceptional Standard: Performance = Native UNC Freshmen & Sophomores (87% for 2006-07)	79.9%	No
D. Passing Rates in Developmental Courses	75% pass with at least a "C"	English, 87% Math, 78% Combined, 81%	Yes
E. Success Rate of Developmental Students in Subsequent College-Level Courses	80% pass subsequent college level course	86%	Yes

F. Student Satisfaction of Completers and Non-Completers	90% (combined) are satisfied	363 Completer responses: 97% satisfied 255 Non-completer responses: 98% satisfied Combined=97%	Yes
G. Curriculum Student Retention, Graduation & Transfer	65% of Fall 2006 students will graduate, transfer, or still be enrolled at PCC by Fall 2007	Graduate = 15% Transfer = 6% Enrolled = 51% Total = 72%	Yes
H. Business/Industry Satisfaction With Services Provided	90% are satisfied with services	94%	Yes

CURRICULUM PROGRAMS

- **Associate in Applied Science Degrees**
- **Diplomas**
- **Certificates**
- **Associate in Arts Degrees**
- **Associate in Fine Arts Degree**
- **Associate in General Education**
- **Associate in Science Degree**

Associate in Applied Science Degrees
Diplomas
Certificates

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training in technical areas. AAS programs range from 64 to 76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester credit hours and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an AAS degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 18 semester credit hours and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or AAS degree program.

In the table below, several of the program titles are indented, others are not. The program titles that are not indented represent the highest level credential offered by Pitt Community College in that program area. Diploma and certificate programs have been developed by selecting courses from the higher level credential programs. These special diplomas and certificates are listed below each parent program in indented format.

All major courses in one of the special diploma or certificate programs contribute to the higher level program. This "career ladder" design allows the student to move to a higher level program without course duplication.

A25100	Accounting	AAS
C2510001	Basic Accounting Certificate	Certifica
C2510002	Managerial/Small Business Accounting Certificate	Certifica
A30100	Advertising and Graphic Design	AAS
C3010001	Graphic Design Online Certificate	Certifica
A35100	Air Conditioning, Heating & Refrigeration Technology	AAS
D3510001	Heating and Air Conditioning Service Diploma	Diplom
C3510001	Heating and Air Conditioning Service Certificate	Certifica
A40100	Architectural Technology	AAS
C4010001	Architectural Digital Imaging Certificate	Certifica
A10100	Associate in Arts - General Pre-Major	AA
	Associate in Arts - Business Administration Pre-Major	AA
	Associate in Arts - Criminal Justice Pre-Major	AA
	Associate in Arts - Elementary Education Pre-Major	AA
	Associate in Arts - Middle Grades Education Pre-Major	AA

	Associate in Arts - Special Education Pre-Major	AA
D10100	Associate in Arts Diploma	Diploma
A10200	Associate in Fine Arts (emphasis on visual arts)	AFA
A10300	Associate in General Education	AGE
A10400	Associate in Science	AS
D10400	Associate in Science Diploma	Diploma
A1040D	Associate in Science – Engineering Pre-Major	AS
A45100	Associate Degree Nursing (Integrated)*	AAS
A60160	Automotive Systems Technology	AAS
D6016001	Automotive Systems Technology Diploma	Diploma
C6016001	Basic Automotive Mechanical Systems Technology	Certificate
C6016002	Advanced Automotive Mechanical Systems Technology	Certificate
C6016003	Basic Automotive Electrical Systems Technology	Certificate
C6016004	Advanced Automotive Electrical Systems Technology	Certificate
C55120	Basic Law Enforcement Training Certificate	Certificate
A20100	Biotechnology	AAS
A35140	Building Construction Technology	AAS
D3514001	Residential Carpentry Diploma	Diploma
A25120	Business Administration	AAS
C2512001	Management Applications & Principles Certificate	Certificate
C2512003	Entrepreneurship Certificate	Certificate
A2512C	Bus Admin - Human Resources Management	AAS
C2512C01	Human Resources Management Certificate	Certificate
A2512F	Bus Admin - Marketing and Retailing	AAS
C2512F01	Marketing Certificate	Certificate
D4516001	Cardiovascular Sonography (Echocardiography Diploma)*	Diploma
C4516001	Cardiovascular Sonography (Echocardiography Certificate)*	Certificate
D45200	Computed Tomography & Magnetic Resonance Imaging Technology Diploma*	Diploma
C4520001	Computed Tomography Certificate*	Certificate
4520002	Magnetic Resonance Imaging Certificate*	Certificate
A25260	Computer Information Technology	AAS
D2526001	Computer Information Technology Diploma	Diploma
C2526001	Computer Information Technology Certificate	Certificate
2526002	Desktop Support Technician Certificate	Certificate
25130	Computer Programming	AAS
2513002	Visual Basic Programming Certificate	Certificate
2513003	C++ Programming Certificate	Certificate
2513004	Java Programming Certificate	Certificate
5514001	Cosmetology Diploma	Diploma
25140	Court Reporting and Captioning **	AAS
55180	Criminal Justice Technology	AAS

A5518B	Criminal Justice Technology – Financial Crime/Computer Fraud	AAS
D45240	Dental Assisting Diploma**	Diploma
T90980	Dual Enrolled	
A55220	Early Childhood Education	AAS
D5522001	Early Childhood Diploma	Diploma
C5522001	Administration Certificate	Certificat
C5522002	Early Childhood Certificate	Certificat
C5522003	Infant and Toddler Certificate	Certificat
C5522004	School Age Certificate	Certificat
C5522005	Special Education Certificate	Certificat
A35220	Electrical/Electronics Technology	AAS
D3522001	Electrical/Electronics Diploma	Diploma
C3522001	Basic Wiring Certificate	Certificat
C3522002	Programmable Logic Controller Certificate	Certificat
C3522003	Industrial Controls Certificate	Certificat
A40200	Electronics Engineering Technology	AAS
C4020001	Basic Electronics Certificate	Certificat
C4020003	Computer Technology Certificate	Certificat
C4020004	Automation Technology Certificate	Certificat
A55280	General Occupational Technology	AAS
A25170	Global Logistics Technology**	AAS
A45360	Health Information Technology*	AAS
D45360	HIT Coding Diploma*	Diploma
C25220	Health Unit Coordinator Certificate	Certificat
A25200	Healthcare Management Technology	AAS
C2520001	Healthcare Management Technology Certificate	Certificat
A45380	Human Services Technology	AAS
D4538001	Human Services Technology Diploma	Diploma
A4538E	Human Services Technology/Substance Abuse	AAS
C4538E01	Substance Abuse Certificate	Certificat
T90970	Huskins Bill	
A50260	Industrial Management Technology	AAS
C5026001	Principles of Lean Manufacturing Certificate	Certificat
C5026002	Bio-Management Practices Certificate	Certificat
A50240	Industrial Systems Technology	AAS
D5024001	Industrial Maintenance Diploma	Diploma
C5024001	Basic Mechanical Maintenance Certificate	Certificat
C5024002	Bio-Maintenance Certificate	Certificat
C5024003	Facilities Maintenance Certificate	Certificat
A25270	Information Systems Security	AAS
A50300	Machining Technology	AAS
D5030001	Machining Technology Diploma	Diploma

C5030001	Machining Basics Certificate	Certificate
C5030002	CNC Certificate	Certificate
A40320	Mechanical Engineering Technology	AAS
C4032001	Drafting for Manufacturing Certificate	Certificate
A45400	Medical Assisting*	AAS
C4540003	Medical Assisting Clinical Certificate*	Certificate
D45450	Medical Dosimetry Diploma*	Diploma
A25310	Medical Office Administration	AAS
D2531001	Medical Office Transcription Diploma	Diploma
D2531002	Medical Insurance Diploma	Diploma
C2531004	Medical Office Receptionist Certificate	Certificate
C2531005	Patient Access Representative Certificate	Certificate
A45440	Medical Sonography*	AAS
C4544001	Abdominal Sonography Certificate*	Certificate
C4544002	OB/GYN Sonography Certificate*	Certificate
A25340	Networking Technology	AAS
C2534001	System Administrator Certificate	Certificate
C2534002	Routing and Switching Certificate	Certificate
C2534003	Wireless LAN Certificate	Certificate
A45460	Nuclear Medicine Technology*	AAS
D4546001	Nuclear Medicine Diploma*	Diploma
A45500	Occupational Therapy Assistant*	AAS
A25370	Office Administration	AAS
D2537001	Office Administration Diploma	Diploma
C2537001	Computer Software Applications Certificate	Certificate
C2537002	Data Entry Application Certificate	Certificate
C2537003	Basic Office Technology Skills Certificate	Certificate
C2537004	Office Software Support Certificate	Certificate
A2537A	Office Administration/Legal	AAS
C2537A01	Legal Office Certificate	Certificate
A25380	Paralegal Technology	AAS
A45670	Polysomnography*	AAS
C45650	Polysomnography Certificate*	Certificate
D45820	Positron Emission Tomography (PET) Diploma*	Diploma
C4582001	PET Certificate*	Certificate
D45680	Radiation Therapy Diploma*	Diploma
A45700	Radiography*	AAS
A45720	Respiratory Therapy*	AAS
A25450	Simulation and Game Development**	AAS
990990	Special Credit	
A45750	Therapeutic Massage*	AAS
A25290	Web Technologies	AAS

C2529004	Web Design Certificate	Certifica
C2529007	Simulation & Game Development Fundamentals Certificate	Certifica
A50420	Welding Technology	AAS
D5042001	Basic Welding Diploma	Diplom
C5042001	Basic Welding Certificate	Certifica
C5042002	SMAW (Stick) Certificate	Certifica
C5042003	GMAW (MIG) Certificate	Certifica
C5042004	GTAW (TIG) Certificate	Certifica
C5042005	Pipe Welding Certificate	Certifica
C5042006	Welding BPR/Testing Certificate	Certifica
C5042007	Bio-Welding and Repair Certificate	Certifica

*Health Sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the admissions counselors. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program.

**Pitt has a collaborative agreement with area community colleges for the following programs. Please see a counselor for further information.

Court Reporting and Captioning—Lenoir Community College is the host school.
Dental Assisting—Martin Community College is the host school.
Global Logistics—Lenoir Community College is the host school.
Simulation and Game Development—Wake Technical Community College is the host school.

Courses Unique to a Concentration

When programs of study provide optional field-specific concentrations, they are generally intended for students majoring in the particular program of study. However, there are times when students in other majors could benefit from courses listed in concentrations. At the discretion of appropriate academic advisors, and if student is deemed to have met required prerequisites or equivalent, students may be enrolled in courses that are listed as unique to the approved concentration even if they are not in the program of study under which a concentration falls. These courses will have a fourth sentence that states, "This course is a unique requirement of the (name of) program."

The exception is that students outside the prescribed program of study may not be enrolled in courses restricted by security or other mandates. These courses are identified by a sentence that states, "This course is restricted to students enrolled in the (name of) program."

Course Requisites

It is the responsibility of Pitt Community College to ensure that students have satisfied prerequisite and corequisite requirements by documenting that they have either completed the appropriate courses or have demonstrated that they have the appropriate knowledge
and skills required for admission to a course.

Methods of fulfilling course requisites that the college will recognize other than completing the required requisites as stated on the current program of study include the following:

- Transfer of credits from other educational organizations based on careful comparison of the courses being transferred in.
- Successful completion of a test designed to assess student readiness for a particular course in lieu of requisites.
- Demonstration of student mastery of material that would be covered in the requisite courses in a manner set up to be standard for all students in a particular program.
- Work experience deemed by faculty expert to be equivalent to the requisite course work.

Pitt Community College is responsible for keeping records of all course requisite fulfillment by students.

ACCOUNTING (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Financial Acct.	3	2	0	4
ACC	121	Principles of Managerial Acct.	3	2	0	4
ACC	122	Prin of Financial Acct II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	150	Accounting Software Applications	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	269	Audit & Assurance Services	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	240	Business Ethics	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
	OR					
ECO	252	Principles of Macroeconomics	3	0	0	3
INT	110	International Business	3	0	0	3
*		Major Course Electives	1/2	0/4	0	2
		TOTAL				**49**

GENERAL EDUCATION COURSES					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 113	Literature-Based Research	3	0	0	3
OR					
ENG 114	Professional Research & Reporting	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 161	College Algebra	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
PHI 240	Introduction to Ethics	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
MAT 155	Statistical Analysis	3	0	0	3
ACA 220	Professional Transition	1	0	0	1
	TOTAL				**5**

TOTAL CREDITS FOR AAS DEGREE	**72**

*Major Course Electives:
ACC 140, ACC 240 or COE 112

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Basic Accounting Certificate and a Managerial/Small Business Accounting Certificate* option. Contact the program coordinator or department chair for specific requirements.

ADVERTISING AND GRAPHIC DESIGN (A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ART 131	Drawing I	0	6	0	3
OR					
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 110	Typography I	2	2	0	3
GRD 111	Typography II	2	2	0	3
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
OR					
ART 121	Design I	0	6	0	3
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 241	Graphic Design III	2	4	0	4
GRD 242	Graphic Design IV	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 280	Portfolio Design	2	4	0	4
GRD 271	Multimedia Design I	1	3	0	2
OR					
WEB 210	Web Design	2	2	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
*	Art elective				2
*	Graphic Design Elective				6
*	Web Development Elective				2
TOTAL					**54-56**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Science elective	3	0	0	3
*	Math or Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**70-72**

*Recommended Electives

Art Electives:
ART 132, ART 135, GRD 122

Graphic Design Electives:
ART 264 **and** ART 265 **or** GRD 160 **and** GRD 161 **or** ART 261 **and** ART 262

Web Development Elective
GRD 272, WEB 110, WEB 120, WEB 140

Communications Electives:
COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Math or Science Electives:
AST 111, AST 111A, BIO 110 or BIO 111, BIO 140 and BIO 140A, BIO 163, BIO 168, GEL 120, MAT 115, MAT 140

This program offers a *Graphic Design Online Certificate*. Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance, and advanced systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2
AHR 130	HVAC Controls	2	2	0	3
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All-Weather Systems	1	3	0	2
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
OR					
COE 111	Co-op Work Experience I	0	0	10	1
OR					
COE 121	Co-op Work Experience II	0	0	10	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 215	Commercial HVAC Controls	1	3	0	2
AHR 220	Commercial Building Codes	2	0	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 255	Indoor Air Quality	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 111	Basic PC Literacy	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
WLD 112	Basic Welding Process	1	3	0	2
	TOTAL				**58**

GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**74**

* Recommended Electives

Humanities Elective
ART 111, HUM 115, MUS 110

Social/Behavioral Sciences Electives:
PSY 118, SOC 210, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Heating, and Air Conditioning Services Diploma and an Air Conditioning, Heating & Refrigeration Services Certificate*. Contact the program coordinator or department chair for specific requirements.

ARCHITECTURAL TECHNOLOGY (A40100)

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ARC 111	Introduction to Architectural Technology	1	6	0	3
ARC 112	Construction Materials and Methods	3	2	0	4
ARC 113	Residential Architectural Technology	1	6	0	3
ARC 114	Architectural CAD	1	3	0	2
ARC 119	Structural Drafting	2	2	0	3
ARC 131	Building Codes	2	2	0	3
ARC 160	Residential Design	1	6	0	3
ARC 213	Design Project	2	6	0	4
ARC 220	Advanced Architectural CAD	1	3	0	2
ARC 230	Environmental Systems	3	3	0	4
ARC 221	Architectural 3D Cad	1	4	0	3
OR					
ARC 231	Arch. Presentations	2	4	0	4
OR					
ARC 235	Architectural Portfolio	2	3	0	3
ARC 240	Site Planning	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
OR					
COE 121	Co-op Work Experience II	0	0	10	1
CST 221	Statics/Structures	3	3	0	4
*	Architectural Electives				4
*	Mathematics Elective	3	0	0	3
TOTAL					**49/50**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**65/66**

* Recommended Electives

Architectural Electives
ARC 210, ARC 264, CST 241

Communication Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 210, PHI 240, REL 110

Mathematics Electives:
MAT 122, MAT 162, PHY 151

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers an *Architectural Digital Imaging Certificate*. Contact the program coordinator or department chair for specific requirements

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 155	Nutrition	3	0	0	3
BIO 175	General Microbiology	2	2	0	3
NUR 110	Nursing I	5	3	6	8
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 186	Clinical Supplement	0	0	3	1
NUR 210	Nursing IV	5	3	12	10
NUR 220	Nursing V	4	3	15	10
PSY 241	Developmental Psychology	3	0	0	3
	TOTAL				**53**
GENERAL EDUCATION COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**23**
TOTAL CREDITS FOR AAS DEGREE					**76**

* Recommended Electives

Communication Electives:
ENG 112, ENG 113, ENG 114

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is approved by the North Carolina Board of Nursing.

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 161	Basic Auto Electricity	4	3	0	5
AUT 181	Engine Performance-1	2	3	0	3
AUT 183	Engine Performance-2	2	6	0	4
AUT 281	Advanced Engine Performance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
OR					
AUT 186	PC Skills for Auto Techs	2	2	0	3
*	Major electives				28
*	Automotive Elective				2
	TOTAL				**54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
OR					
COM 120	Interpersonal Communications	3	0	0	3
*	Math/Natural Science Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **70**

*Recommended Electives:

Major electives:
AUT 110, AUT 116, AUT 116A, AUT 123, AUT 141A, AUT 151A, AUT 163, AUT 163A, AUT 171, AUT 181A, AUT 221, AUT 221A, AUT 231, AUT 231A, AUT 283, AUT 285

Automotive electives:
AUT 113, AUT 213, COE 111, COE 112, COE 121, COE 122

Natural Science Electives:
MAT 110, MAT 115, MAT 120, MAT 121, MAT 161, PHY 110, PHY 110A

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 160, HUM 211, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:

Diploma:

Automotive Systems Technology Diploma

Certificates:

Basic Automotive Mechanical Systems Technology
Advanced Automotive Mechanical Systems Technology
Basic Automotive Electrical Systems Technology
Advanced Automotive Electrical Systems Technology

Contact the program coordinator or department chair for specific requirements.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CJC 100	Basic Law Enforcement Training	9	30	0	19
TOTAL CREDITS FOR CERTIFICATE					**19**

Cooperative Education Work Experience is not allowed.

Students should complete this program in 16 weeks for the Day Academy and 26 weeks for the Night Academy.

BIOTECHNOLOGY (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Principles of Genetics	3	0	0	3
BTC 270	Recombinant DNA Tech	3	3	0	4
BTC 281	Bioprocess Techniques	2	6	0	4
BTC 285	Cell Culture	2	3	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
OR					
WEB 110	Internet/ Web Fundamentals	2	2	0	3
*	Chemistry Elective	3	1	0	4
*	Science Elective I	3	1	0	8
OR					
*	Science Elective II	3	1	0	8
*	Experience Elective				2
					51
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math Elective	2/4	0/2	0	3/4
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Sciences Elective				3
					15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDIT FOR AAS DEGREE **67**

*Recommended Electives

Chemistry Electives:
CHM 131 and CHM 131A **or** CHM 151

Communications Electives:
ENG 112, ENG 113, ENG, 114

Mathematics Electives:
MAT 110, MAT 115, MAT 161, MAT 175 MAT 175A

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MUS 110

Social/Behavioral Sciences Electives:
PSY 150, POL 120, SOC 210, SOC 213

Experience Elective:
BTC 288 **or** COE 112

Group I Science Electives: Take 8 credits
Use this one if you take CHM 131 and CHM 131A
BTC 275,BTC 286, PHY 110 AND PHY 110A, PHY 151

OR

Group II Science Electives: 8 credits
Use this one if you take CHM 151
Must take CHM 152 then choose 4 credits from:
BTC 275, BTC 286, PHY 110 AND PHY 110A, PHY 151

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Biotechnology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Biotechnology degree.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ARC	131	Building Codes	2	2	0	3
BPR	130	Blueprint Reading/ Construction	1	2	0	2
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
CAR	113	Carpentry III	3	9	0	6
CIS	110	Intro to Computers	2	2	0	3
CST	131	OSHA/Safety/Certification	2	2	0	3
CST	211	Construction Surveying	2	3	0	3
	OR					
DFT	151	Cad I	2	3	0	3
CST	221	Statics/Structures	3	3	0	4
CST	241	Planning/Estimating I	2	2	0	3
ELC	120	Intro to Wiring	2	2	0	3
PLU	111	Introduction to Basic Plumbing	1	3	0	2
BUS	110	Introduction to Business	3	0	0	3
	OR					
PHY	151	College Physics I	3	2	0	4
		TOTAL				**53/54**

GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**69/70**

* Recommended Electives

Major Course Electives:

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
ECO 251,ECO 252, POL 120, POL 130, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Residential Carpentry Diploma*. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Acct.	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resources Management	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	238	Integrated Management	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
OST	137	Office Software Applications	2	2	0	3
	OR					
CIS	110	Introduction to Computers	2	2	0	3
	OR					
CIS	111	Basic PC Literacy	1	2	0	2
*		Major Course Elective	1/3	0/2	20	2/3
*		Technology Elective	1/2	2/3	0	2/3
		TOTAL				**53**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based	3	0	0	3
	OR					
ENG	113	Literature-based Research	3	0	0	3
	OR					
ENG	114	Prof Research & Reporting	3	0	0	3
COM	120	Interpersonal Communications	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	155	Statistical Analysis	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		TOTAL				**18**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
ACA	220	Professional Transition	1	0	0	1
						2
TOTAL CREDITS FOR AAS DEGREE						**73**

*Recommended Electives

Major Course Electives:
{COE 111 and COE 121} **or** COE 112 **or** ACC 140 **or** ACC 150 **or** BUS 139, **or** BUS 151**or** BUS 245 **or** INT 110

Technology Electives:
CTS 130, OST 284, WEB 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Management Applications and Principles Certificate and Entrepreneurship Certificate*. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law and Regul.	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 252	Labor Relations	3	0	0	3
BUS 256	Recruitment, Selection, and Personnel Planning	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
OR					
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 137	Office Software Application	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
OR					
CIS 110	Introduction to Computers	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	3	0	3
*	Major Course Elective				2/3
	TOTAL				**53**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
COM	120	Interpersonal Communication	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
	OR					
MAT	140	Survey of Mathematics	3	0	0	3
	OR					
MAT	161	College Algebra	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
	OR					
ENG	113	Literature-Based Research	3	0	0	3
	OR					
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
	OR					
PSY	150	General Psychology	3	0	0	3
		TOTAL				**18**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
ACA	220	Professional Transition	1	0	0	1
						2
TOTAL CREDITS FOR AAS DEGREE						**73**

* Recommended Electives

Major Course Electives, choose 1 course:
ACC 140, ACC 150, BUS 238, COE 112, CTS 130, INT 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Human Resources Management Certificate*. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/MARKETING AND RETAILING (A2512F)

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 121	Retailing	3	0	0	3
MKT 122	Visual Merchandising	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
MKT 223	Customer Service	3	0	0	3
MKT 224	International Marketing	3	0	0	3
MKT 225	Marketing Research	3	0	0	3
MKT 227	Marketing Applications	3	0	0	3
MKT 231	Healthcare Marketing	3	0	0	3
OST 137	Office Software Applications	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
OR					
OST 284	Emerging Technologies	1	2	0	2
	TOTAL				**56**

GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Composition Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**76**

* Recommended Electives

Composition Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 115, MUS 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Marketing Certificate*. Contact the program coordinator or department chair for specific requirements.

CARDIOVASCULAR SONOGRAPHY
ECHOCARDIOGRAPHY DIPLOMA (D4516001)

The Echocardiography program is a diploma program of the Cardiovascular Sonography Curriculum for registered/licensed health care professionals with a minimum of an Associates Degree in Allied Health or a Bachelors Degree. The Echocardiography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart using high frequency sound waves to produce images of the heart.

Course work includes effective communication and patient care skills combined with knowledge of physics, human anatomy, physiology and pathology all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, and adult echocardiography. Graduates may find employment in hospitals, physician's offices, mobile services, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CVS 160	CVS Clinical Education I	0	0	15	5
CVS 161	CVS Clinical Education II	0	0	24	8
CVS 162	CVS Clinical Education III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 277	Cardiovascular Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
	TOTAL				**34**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**40**

Students entering the Echocardiography program must hold a current CPR certification by the American Heart Association Level C or the American Red Cross; completed anatomy and physiology; and provide documentation by June 1 prior to entry into the program of current certification as a CNAI or documentation of direct patient care experience with the past five years.

Students enrolled full-time and making satisfactory progress should complete this program in three semesters.

The Diagnostic Medical Sonography programs are accredited by:

The Commission on the Accreditation of Allied Health Education Programs (CAAHEP)
JRC-DMS Executive Office
2025 Woodlane Drive
St. Paul, MN 55125

in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

This program offers *an Cardiovascular Sonography (Echocardiography Certificate)* for those that are ARDMS registered in another specialty.

The medical advisor for this program is Douglas J. Shusterman, M.D.

COMPUTED TOMOGRAPHY AND MAGNETIC RESONANCE IMAGING TECHNOLOGY DIPLOMA (D45200)

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry- eligible radiologic technologist, radiation therapist, or nuclear medicine technologist

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
	TOTAL				**36**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL	**6**	**0**	**0**	**6**
TOTAL CREDITS FOR DIPLOMA					**42**

CAT 261, MRI 240, and MRI 271 are not required courses, but are available to diploma and certificate students as an option to help them prepare for the board exams. Please see your advisor for information.

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum is recognized by:

The Joint Review Committee on Education in Radiography
20 North Wacker Drive, Suite 900
Chicago, Illinois 60606-2901
312-704-5300

This program offers the following certificates:

Computed Tomography
Magnetic Resonance Imagining

Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is Julian W. Vainright, M.D.

COMPUTER INFORMATION TECHNOLOGY (A25260)

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
COE 121	Co-Op Work Experience II	0	0	10	1
CSC 139	Visual BASIC Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 155	Technical Support Functions	2	2	0	3
CTS 220	Adv. Hard/Software Support	2	3	0	3
CTS 285	System Analysis & Design	3	0	0	3
CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NET 110	Networking Concepts	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
	TOTAL				**56**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**73**

* Humanities/Fine Arts electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Computer Information Technology Diploma, Computer Information Technology Certificate and Desktop Support Technician Certificate.* Contact the program coordinator or department chair for specific requirements.

COMPUTER PROGRAMMING (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
COE 121	Co-Op Work Experience II	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 234	Advanced C++ Programming	2	3	0	3
CSC 239	Adv. Visual BASIC Programming	2	3	0	3
CSC 251	Adv. JAVA Programming	2	3	0	3
CSC 289	Programming Capstone Project	1	4	0	3
CTS 285	System Analysis & Design	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
NET 110	Networking Concepts	2	2	0	3
OR					
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
OR					
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup & Scripting	2	2	0	3
*	DBA/WEB Elective	2	2	0	3
	TOTAL				**59**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives

DBA/WEB Electives:
DBA 115, WEB 180, WEB 185

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Electives
PSY 118, PSY 150, SOC 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Visual Basic Programming Certificate, a Java Programming Certificate, and a C++ Programming Certificate* option. Contact the program coordinator or department chair for specific requirements.

COSMETOLOGY DIPLOMA (D5514001)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 250	Computerized Salon Ops	1	0	0	1
	TOTAL				**42**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**48**

Higher level English and/or Psychology courses completed at regionally accredited institutions with a grade of "C" or above may be substituted for ENG 102 and/or PSY 118 upon review of the advisor and approval of the dean.

COURT REPORTING AND CAPTIONING (A25140)

The Court Reporting and Captioning curriculum is designed to provide specialized training in accepted court reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime machine shorthand theory, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, court procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, stenointerpreter, conference reporter, stenographer, or transcriptionist.

Degree Awarded

An Associates Degree in Court Reporting and Captioning is awarded by Lenoir Community College upon completion of this program.

Note

Lenoir Community College is the degree-granting institution, and all Court Reporting and Captioning (CRT) courses must be taken there. All other courses can be taken at PCC.

For More Information

The Court Reporting and Captioning program is in the Business Division. For more information call (252) 493-7375.

CRIMINAL JUSTICE TECHNOLOGY (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	120	Interviews/Interrogations	1	2	0	2
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		TOTAL				**38**
Students should select 15 credit hours:						
CJC	122	Community Policing	3	0	0	3
CJC	132	Court Procedure and Evidence	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	215	Organization and Administration	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	223	Organized Crime	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	112	Co-op Work Experience II	0	0	20	2
		TOTAL				**15**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**69**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

CRIMINAL JUSTICE TECHNOLOGY
FINANCIAL CRIME/COMPUTER FRAUD (A5518B)

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial	3	2	0	4
CIS 110	Intro to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 114	Investigative Photography	1	2	0	2
CJC 116	Intro to Information Security	3	0	0	3
CJC 120	Interviews/Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 216	Computer System Security	3	0	0	3
CJC 217	Network Security Troubleshooting	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
CJC 249	Forensic Accounting	2	2	0	3
SPA 111	Elementary Spanish	3	0	0	3
	TOTAL				**54**
GENERAL EDUCATION					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3

MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	3	0	0	3
SOC 210	Intro to Sociology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **70**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

DENTAL ASSISTING DIPLOMA (D45240)

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Degree Awarded

A diploma in Dental Assisting is awarded by Martin Community College upon completion of this program.

Note

Martin Community College is the degree-granting institution, and all Dental (DEN) courses must be taken there. All other courses can be taken at PCC.

For More Information

The Dental Assisting program is in the Health Sciences Division. For more information call (252) 493-7284.

EARLY CHILDHOOD EDUCATION (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
EDU 119	Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 235	School-Age Dev & Program	2	0	0	2
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Exp.	3	0	0	3
*	Elective				3
	TOTAL				**57**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Elective:
EDU 262 or COE 131 and COE 212

Communications Electives
ENG 112 or ENG 113, or ENG 114

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 273, HUM 115, HUM 120, MUS 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:

Early Childhood Diploma.
Administration Certificate
Early Childhood Certificate
Infant and Toddler Certificate
School Age Certificate
Special Education Certificate

Contact the program coordinator or department chair for specific requirements.

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
EGR 125	Appl Software for Tech	1	2	0	2
ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELC 228	PLC Applications	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
*	DC/AC elective				5
*	Elective				4
	TOTAL				**58**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE 74

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

DC/AC elective
ELC 112 **or** ELC 131 **or** (ELC 138 and ELC 139)

Elective (Take 4 credits)
ELC 118, ELC 119
COE 111, COE 121 (Must see advisor before registering for these two classes)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers an *Electrical/Electronics Technology Diploma*, a *Basic Wiring Certificate* and *Programmable Logic Controller Certificate and an Industrial Controls Certificate*. Contact the program coordinator or department chair for specific requirements.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Emphasis Areas Available – General, Systems Engineer, Automation Engineer

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, automation/plc systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, automation technician, industrial electronics technician, bench technician, and production control technician.

Pitt Community College offers three tracks (or areas of emphasis) within the Electronics Engineering Technology curriculum: (1) Electronics Engineering Technology–Automation (A4020-ATR), (2) Electronics Engineering Technology –General (A4020-GENL) and (3) Electronics Engineering Technology–Systems (A4020-SYST).

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CET	111	Computer Upgrade/Repair I	2	3	0	3
CET	211	Computer Upgrade/Repair II	2	3	0	3
DFT	119	Basic CAD	1	2	0	2
ELC	128	Introduction to PLC	2	3	0	3
EGR	125	Appl Software for Technicians	1	2	0	2
ELN	131	Electronic Devices	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
*		DC/AC elective				5
Electives: (take 2 credit hours)						
COE	122	Co-op Work Experience II	0	0	20	2
EGR	285	Design Project	0	4	0	2
ELN	275	Troubleshooting	1	2	0	2
COE	111	Co-op Work Experience I	0	0	10	1
	AND					
COE	121	Co-op Work Experience II	0	0	10	1
		TOTAL				**32**

OTHER MAJOR COURSES: Choose from 3 Emphasis Areas (General, System Engineering, Automation Engineering)

General Emphasis

ELN	234	Communications Systems	3	3	0	4
ELN	132	Linear ICs	3	3	0	4
MAT	122	Algebra/Trigonometry II	2	2	0	3
	OR					
MAT	162	College Trigonometry	3	0	0	3
MAT	223	Applied Calculus	2	2	0	3
	OR					
MAT	263	Brief Calculus	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
	OR					
PHY	151	College Physics I	3	2	0	4
ATR	218	Comp Intg Manufacturing	2	3	0	3
	OR					
ELN	231	Industrial Controls	2	3	0	3
		TOTAL				**21**

Systems Engineering Emphasis

ATR	218	Comp Intg Manufacturing	2	3	0	3
ELC	125	Diagrams and Schematics	1	2	0	2
ELN	132	Linear ICs	3	3	0	4
ELN	229	Industrial Electronics	3	3	0	4
ELN	231	Industrial Controls	2	3	0	3
ELN	234	Communication Systems	3	3	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	3
		TOTAL				**23**

Automation Engineering Emphasis

ATR	218	Comp Intg Manufacturing	2	3	0	3
ATR	281	Automation Robotics	3	3	0	4
ELC	228	PLC Applications	2	6	0	4
ELN	229	Industrial Electronics	3	3	0	4
HYD	110	Hydraulics/Pneumatics	2	3	0	3
LEO	111	Lasers and Applications	1	3	0	2
MAT	122	Algebra/Trigonometry II	2	2	0	3
	OR					
MAT	162	College Trigonometry	3	0	0	3
		TOTAL				**23**

GENERAL EDUCATION					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Social/Behavioral Science Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**69-72**

* Recommended Electives

DC/AC Elective
ELC 131 **or** (ELC 138 and ELC 139)

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science Electives:
PSY 150, SOC 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has certificate options in *Basic Electronics, Automation Technology, and Computer Technology*. Contact the program coordinator or department chair for specific requirements.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Course and Hour Requirements

MAJOR COURSES
Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

GENERAL EDUCATION COURSES
Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics; and a minimum of 6 semester hours of communications.

MINIMUM MAJOR COURSE HOURS	**49**
MINIMUM GENERAL EDUCATION HOURS	**15**
MINIMUM FOUNDATION COURSES	**3**
ACA 111 or ACA 118 or ACA 122	1
CIS 110 or CIS 111 or OST 137	2
TOTAL HOURS FOR AAS DEGREE	**65-76**

GLOBAL LOGISTICS TECHNOLOGY (A25170)

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

Degree Awarded

The Associate in Applied Science Degree-Global Logistics Technology is awarded by Lenoir Community College upon completion of this program.

Note

Lenoir Community College is the degree-granting institution, and all Global Logistics (LOG) courses must be taken there. Most other courses can be taken at PCC.

For More Information

The Global Logistics Technology program is in the Business Division. For more information call (252) 493-7215.

HEALTH INFORMATION TECHNOLOGY (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, hospice, and mental health facilities.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
HIT	110	Fundamentals of HIM	2	0	0	2
HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Health Data Sys/Standards	2	3	0	3
HIT	210	Healthcare Statistics	2	2	0	3
HIT	212	ICD-9-CM Coding	3	3	0	4
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	3	0	2
HIT	216	Quality Management	1	3	0	2
HIT	218	Mgmt Principles in HIT	3	0	0	3
HIT	220	Computers in Health Care	1	2	0	2
HIT	226	Principles of Disease	3	0	0	3
HIT	280	Professional Issues	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
*		Professional Practice Experience				6
		TOTAL				**60**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Math Elective	0	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

* Math Elective
MAT 110, MAT 115, MAT 140, MAT 161

* Professional Practice Experience

Required of AAS degree students					
HIT 122	Prof Practice I	0	0	3	1
HIT 222	Prof Practice III	0	0	6	2
HIT 224	Prof Practice IV	1	0	6	3
Required of diploma students					
HIT 124	Prof Practice II	1	0	3	2
HIT 222	Prof Practice III	0	0	6	2

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a diploma in *HIT Coding*. Contact the program coordinator or department chair for specific requirements.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

HEALTH UNIT COORDINATOR (C25220)

The Health Unit Coordinator curriculum prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages nonclinical functions to enhance the delivery of health care.

The course work includes material management of the unit; transcription of the health care teams' orders; health record management; interdepartmental and interpersonal communication techniques; significance of confidentiality of the health records data; and organizational skills and prioritization of tasks.

Graduates should qualify for entry-level clerical and receptionist positions in hospitals, long-term care facilities, and other health care agencies.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
HUC	101	HUC Theory and Practice	8	8	0	12
CIS	111	Basic PC Literacy	1	2	0	2
MED	120	Survey of Med Terminology	2	0	0	2
PSY	102	Human Relations	2	0	0	2
	TOTAL					**18**
TOTAL CREDITS FOR CERTIFICATE						**18**

Students making satisfactory progress should complete this program in one semester.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Prin. of Managerial Accounting	3	2	0	4
ACC	140	Payroll Accounting	1	2	0	2
	OR					
ACC	150	Accounting Software Appl.	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	121	Business Math	2	2	0	3
	OR					
MAT	155	Statistical Analysis	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CIS	110	Intro to Computers	2	2	0	3
	OR					
CIS	111	Basic PC Literacy	1	2	0	2
	OR					
OST	137	Office Software Applications	2	2	0	3
COE	112	Co-op Work Experience I	0	0	20	2
CTS	130	Spreadsheet	2	2	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3

HMT 212	Management of Healthcare Org.	3	0	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
HMT 225	Practice Mgmt Simulation	2	2	0	3
MED 118	Medical Law and Ethics	2	0	0	2
OR					
OST 149	Medical Legal Issues	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
	TOTAL				**56**

GENERAL EDUCATION COURSES

COM 120	Intro Interpersonal Com	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
OR					
ENG 113	Literature-Based Research	3	0	0	3
OR					
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2

TOTAL CREDITS FOR AAS DEGREE **76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a certificate in *Healthcare Management Technology*. Contact the program coordinator or department chair for specific requirements.

The Healthcare Management Technology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Healthcare Management Technology degree.

Agreements have been established for the transferability of the Associate Degree in Healthcare Management Technology to St. Joseph's College of Maine and Mount Olive College enabling students to pursue a Bachelors of Science Degree in Health Care Administration/Management. St. Joseph's College uses the distance education approach and Mount Olive College offers an accelerated program which allows students to earn their degree.

Graduates are eligible to sit for various certification exams based on education and employment requirements.

HUMAN SERVICES TECHNOLOGY (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	111	Basic PC Literacy	1	2	0	2
GRO	120	Gerontology	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	135	Orientation Lab I	0	2	0	1
HSE	160	HSE Clinical Supervision I	1	0	0	1
HSE	163	HSE Clinical Experience I	0	0	9	3
HSE	210	Human Services Issues	2	0	0	2
HSE	212	Group Process II	1	2	0	2
HSE	215	Health Care	3	2	3	5
HSE	225	Crisis Intervention	3	0	0	3
HSE	235	Orientation Lab II	0	2	0	1
HSE	260	HSE Clinical Supervision II	1	0	0	1
HSE	264	HSE Clinical Experience II	0	0	12	4
PSY	150	General Psychology	3	0	0	3
PSY	256	Exceptional Children	3	0	0	3
PSY	265	Behavioral Modification	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
*		HSE Elective				2
		TOTAL				**59**

GENERAL EDUCATION COURSES					
BIO 161	Introduction to Human Biology	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
	TOTAL				**2**
TOTAL CREDITS FOR AAS DEGREE					**76**

* Recommended Electives

HSE Electives: (Take 2 credits)
HSC 110, HSC 120, HSC 130, HSE 115, HSE 130, HSE 230, HSE 251, HSE 270, HSE 272, SWK 110, SWK 113

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program offers a *Human Services Technology Diploma*. Contact the program coordinator or department chair for specific requirements.

In consultation with the department chair or faculty advisor, students can select the *Pre-Liberal Arts Option* in Human Services Technology. This option within the General Human Services Technology program allows students to take a larger number of college transfer courses. Contact the department chair for further information.

HUMAN SERVICES TECHNOLOGY/SUBSTANCE ABUSE (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individual in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	111	Basic PC Literacy	1	2	0	2
COE	111	Co-op Work Experience I	1	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
COE	121	Co-op Work Experience II	1	0	10	1
COE	125	Work Exp Seminar II	1	0	0	1
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	135	Orientation Lab I	1	0	0	1
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	235	Orientation Lab II	1	0	0	1
HSE	255	Health Problems & Prevention	2	2	0	3
PSY	150	General Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	125	Substance Abuse Case Mgmt.	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
*		Major Electives				6
		TOTAL				**60**

GENERAL EDUCATION COURSES						
BIO	161	Introduction to Human Biology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
		TOTAL				**15**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE						**76**

* Recommended Electives

Major Electives:
HSE 115, HSE 215, MED 180, SAB 140, SAB 220, SAB 230, SAB 235, SAB 250

Humanities/Fine Arts Electives:
ART 111, HUM 115, HUM 120, PHI 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program has a certificate option in *Substance Abuse*. Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems, and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources—human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry-level positions such as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
BUS 135	Principles of Supervision	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
OR					
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 235	Performance Management	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
ISC 133	Manufacturing Management Practices	2	0	0	2
ISC 135	Principles of Industrial Management	3	0	0	3
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Sched and Planning	3	0	0	3
ISC 141	Execution and Control of Op	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3
ISC 233	Industrial Organization and Management	3	0	0	3
ISC 243	Prod & Oper Management I	2	3	0	3
MEC 242	Value/Supply Chain Mgmt	2	3	0	3
OMT 132	ISO 9000 Standards	3	0	0	3
*	Major electives				3
	TOTAL				**54**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Math Electives	2	2	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**70**

* Recommended Electives

Communications Electives:
COM 120, COM 231, ENG 114

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Mathematics Electives:
MAT 115, MAT 161

Social/Behavioral Sciences:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Major electives
Select 3 hours from one of the following sets
Set 1
COE 111 Co-op Work Experience I (1)
COE 112 Co-op Work Experience II (2)
Set 2
OMT 155 Meeting & Present Skills (3)
SPA 120 Spanish for the Workplace (3)
Set 3 (for certificate students only)
BPM 110 Bioprocess Practices (5)
PTC 110 Industrial Environment (3)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Principles of Lean Manufacturing Certificate* and *Bio-Management Practices Certificate.*. Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
*	Elective				2/3
	TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 120	Geometry and Trigonometry	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**68**

* Recommended Electives

Elective:
BPM 110, COE 112, COE 122, ELC 111, ELC 115, ISC 110, MNT 111, MNT 150, MNT 270, PTC 110

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program offers an *Industrial Maintenance Diploma* and a *Basic Mechanical Maintenance Certificate, a Bio-Maintenance Certificate, and a Facilities Maintenance Certificate*. Contact the program coordinator or department chair for specific requirements.

INFORMATION SYSTEMS SECURITY (A25270)

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
OR					
NOS 230	Windows Admin I	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 220	Defense-in-Depth	2	2	0	3
SEC 289	Security Capstone Project	1	4	0	3
	TOTAL				**54**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**71**

*Recommended Electives

Humanities/Fine Arts Electives (Select one course):
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

MACHINING TECHNOLOGY (A50300)

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 121	Blueprint Reading/Mechanical	1	2	0	2
CIS 110	Intro to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
OR					
DFT 151	CAD I	2	3	0	3
ISC 112	Industrial Safety	2	2	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 113	Machining Technology III	2	12	0	6
MAC 114	Introduction to Metrology	2	0	0	2
OR					
ISC 132	Manufacturing Quality Control	2	3	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 224	Advanced CNC Milling	1	3	0	2
MEC 110	Introduction to CAD/CAM	1	2	0	2
MEC 142	Physical Metallurgy	1	2	0	2
OR					
MEC 180	Engineering Materials	2	3	0	3
	Machining Option				10
	TOTAL				**54-58**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
OR					
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**70-74**

* Recommended Electives

Communication Electives:
COM 120, COM 231, ENG 114

Machining Option Electives:
COE 112, COE 122, MAC 214, MAC 215, MAC 231, MAC 232

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Machining Technology Diploma*, *Machining Basics Certificate* and *CNC Certificate*. Contact the program coordinator or department chair for specific requirements.

MECHANICAL ENGINEERING TECHNOLOGY (A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ATR 281	Automation Robotics	3	2	0	4
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
OR					
COE 112	Co-op Work Experience I	0	0	20	2
ELC 111	Introduction to Electricity	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Processes I Lab	0	3	0	1
MEC 180	Engineering Materials	2	3	0	3
MEC 236	Regional Manufacturing	1	4	0	3
MEC 250	Statics and Strength of Materials	4	3	0	5
*	Computer elective				2
	Industrial Science elective				2
	Physics Elective				4
	TOTAL				**53-54**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
OR					
MAT 162	College Trigonometry	3	0	0	3
*	Social/Behavior Sciences Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**69-70**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Social/Behavior Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Computer elective:
CIS 110, CIS 111, EGR 125

Industrial Science Elective:
COE 122, ISC 136, ISC 216

Physics Elective:
PHY 131, PHY 151

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Drafting for Manufacturing Certificate* option. Contact the program coordinator or department chair for specific requirements.

MEDICAL ASSISTING (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Examination Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 180	CPR Certification	0	2	0	1
MED 232	Medical Insurance Coding	1	3	0	2
MED 240	Examination Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
SPA 120	Spanish for the Workplace	3	0	0	3
*	Office Systems elective				2
*	Major Course Electives	0/2	0	0/26	2
	TOTAL				**58**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
PSY 150	General Psychology	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**74**

* Recommended Electives

Communications Elective:
COM 120, COM 231

Office System Elective:
CIS 111, OST 136, OST 137

Major Course Electives:
COE 111, COE 112, HSC 110, MED 112, MED 113, MED 117, MED 120, MED 134, MED 136, MED 182, MED 264, MED 280, OST 131, SPA 111, SPA 131

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs by recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (CRB-AAMAE). Address: 20 North Wacker Drive, Suite 1575, Chicago, Illinois 60606-2903. Telephone (312) 899-1550.

"Medical Assisting is an allied health profession whose practitioners function as member of the health care delivery team and perform administrative and clinical procedures." (AAMA National Convention 1998)

This program offers a *Medical Assisting Clinical Certificate.*

MEDICAL DOSIMETRY (D45450)

The curriculum is designed to prepare individuals to work in the care of cancer patients as medical dosimetrist. The curriculum provides instruction to enable the participant to become a member of the radiation oncology team.

The curriculum content includes specific coursework to provide classroom and direct clinical experience to train the student in the fundamentals of medical dosimetry practice using current technology, tools and techniques. Students will participate in studies related to the role of the medical dosimetrist and professional ethics, radiation oncology anatomy, treatment planning, dose calculations, clinical oncology, brachytherapy, dosimetry physics, radiation protection, quality assurance and computer applications.

Graduates of the program will be able to obtain employment as a medical dosimetrist. After additional clinical experience (currently 6 months) as a practicing dosimetrist the graduates will be able to apply to the Medical Dosimetrist Certification Board (MDCB) to sit for a national certification.

Admission criteria include the completion of a diploma in Radiation Therapy.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
DOS 210	Introduction to Dosimetry	2	0	0	2
DOS 220	Treatment Planning I	2	2	0	3
DOS 221	Treatment Planning II	1	3	0	2
DOS 230	Clinical Research Exper.	0	6	0	2
DOS 240	Clinical Education I	0	0	24	8
DOS 241	Clinical Education II	0	0	24	8
DOS 242	Clinical Education III	0	0	15	5
DOS 243	Dosimetry Physics II	1	3	0	2
DOS 250	Dose Calculations	2	0	0	2
DOS 260	Brachytherapy Planning	2	3	0	3
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**43**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education courses.

This program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

In order to apply:

1. Students must hold at least an Associates degree and be ARRT certified in Radiation Therapy.

2. Students must have at least one year experience as a radiation therapist by the time of enrollment in the program.

3. Students entering Medical Dosimetry Diploma Program must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

MEDICAL OFFICE ADMINISTRATION (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communications	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 148	Medical Coding, Billing, and Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 236	Advanced Word and Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 281	Emerg Issues in Med Ofc	3	0	0	3
OST 286	Professional Development	3	0	0	3
*	Major Elective				9
	TOTAL				**59**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
BIO	161	Introduction to Human Biology	3	0	0	3
*		Communications Elective	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
*		Social/Behave Sci Elective	3	0	0	3
		TOTAL				**15**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE						**75**

* Recommended Electives

Major Electives:
BUS 137, BUS 151, CTS 130, HMT 110, HMT 212, OST 184, OST 233, OST 244, OST 247, OST 248, OST 249

Communications Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Sciences Electives:
GEO 110, GEO 111, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

The Medical Office Administration student must successfully complete OST 241 before taking COE 112.

This program offers the following diploma and certificate options:

Diplomas:

Medical Office Transcription
Medical Insurance

Certificates:

Medical Office Receptionist
Patient Access Representative Certificate

Contact the program coordinator or department chair for specific requirements.

MEDICAL SONOGRAPHY (A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, and abdominal, introductory vascular and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 222	Selected SON Clinical Ed	0	0	6	2
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
	TOTAL				**56**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**72**

Students entering Medical Sonography must hold a current CPR certification by the American Heart Association Level C or American Red Cross and provide documentation by June 1 prior to entry into the program of current certification as a CNAI or documentation of direct patient care experience with the past five years.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has accreditation by:

The Commission on the Accreditation of Allied Health Education Programs (CAAHEP)
JRC-DMS Executive Office
2025 Woodlane Dr.
St. Paul, MN 55125

in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography..

This program offers an *Abdominal Sonography Certificate* and an *OB/GYN Sonography Certificate* for those that are ARDMS registered in another specialty.

The medical advisor for this program is Douglas J. Shusterman, M.D.

NETWORKING TECHNOLOGY (A25340)

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
COE 111	Co-Op Education	0	0	10	1
COE 121	Co-Op Work Exp II	0	0	10	1
CTS 120	Hardware/Software Concepts	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NET 289	Networking Project	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
NOS 231	Windows Admin II	2	2	0	3
NOS 232	Windows Admin III	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
	TOTAL				**56**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**73**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Routing and Switching Certificate, System Administrator Certificate,* and *Wireless LAN Certificate*. Contact the program coordinator or department chair for specific requirements.

NUCLEAR MEDICINE TECHNOLOGY (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level nuclear medicine technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
	OR					
CIS	111	Basic PC Literacy	1	2	0	2
HSC	120	CPR	0	2	0	1
NMT	110	Introduction to Nuclear Medicine	2	0	0	2
NMT	110A	Introduction to Nuclear Medicine Lab	0	3	0	1
NMT	126	Nuclear Physics	2	0	0	2
NMT	132	Overview-Clinical Nuclear Medicine	2	0	6	4
NMT	134	Nuclear Pharmacy	2	0	0	2
NMT	136	Health Physics	2	0	0	2
NMT	211	NMT Clinical Practice I	0	0	21	7
NMT	212	Procedures for Nuclear Medicine I	2	0	0	2
NMT	212A	Procedures for Nuclear Medicine I Lab	0	3	0	1
NMT	214	Radiobiology	2	0	0	2
NMT	215	Non-Imaging Instrumentation	1	3	0	2
NMT	218	Computers in Nuclear Medicine	2	0	0	2
NMT	221	NMT Clinical Practice II	0	0	21	7
NMT	222	Procedures for Nuclear Medicine II	2	0	0	2
NMT	222A	Procedures for Nuclear Medicine II Lab	0	3	0	1
NMT	289	Nuclear Med Tech Topics	2	3	0	3
PET	235	Cross Sectional Anatomy	3	0	0	3
*		Biology Elective				5
		TOTAL				**53**

GENERAL EDUCATION COURSES					
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENG 111	Expository Writing	3	0	0	3
*	Math				3
*	Behavior/Social Science Elective				3
*	Communication Elective				3
*	Humanities Elective				3
	TOTAL				**19**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**73**

*Recommended Electives:

Behavior/Social Science Elective (Select one course)
PSY 118, PSY 150, SOC 210

Biology Electives:
BIO 163 **OR** [BIO 168 and BIO 169]

Communications Elective (Select one course)
COM 120, COM 231, ENG 114

Humanities/Fine Arts Elective (Select one course)
HUM 115, HUM 211, PHI 210, PHI 240, REL 110

Math Elective (Select one course)
MAT 115, MAT 140, MAT 161

This program offers a *Nuclear Medicine Diploma*. Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The medical advisor for this program is Julian W. Vainright, M.D.

OCCUPATIONAL THERAPY ASSISTANT (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/ extended-care facilities, sheltered workshops, schools, home health programs, and community programs.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
	OR					
OST	137	Office Software Applications	2	2	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
OTA	130	Assessment Skills	2	3	0	3
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Life Span Skills I	2	3	0	3
OTA	161	Fieldwork I-Placement 1	0	0	3	1
OTA	162	Fieldwork I-Placement 2	0	0	3	1
OTA	163	Fieldwork I-Placement 3	0	0	3	1
OTA	170	Physical Dysfunction	2	3	0	3
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	240	Professional Skills II	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
OTA	260	Fieldwork II-Placement 1	0	0	18	6
OTA	261	Fieldwork II-Placement 2	0	0	18	6
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		TOTAL				**56**

GENERAL EDUCATION COURSES					
BIO 169	Anatomy and Physiology II	3	3	0	4
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
OR					
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
TOTAL					**19**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

Students enrolled full-time and making satisfactory progress should complete this program in six semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Initial enrollment is in the Spring semester. Students must complete Level II Fieldwork within 18 months following completion of academic preparation.

This program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

Graduates of the program may be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. The State of North Carolina requires licensure based on completion of an accredited program, passage of the NBCOT examination, and other requirements in order to practice under OTR supervision. These processes are separate from the college's program and graduation requirements.

OFFICE ADMINISTRATION (A25370)

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Pitt Community College offers two tracks (or areas of emphasis) within the Office Administration curriculum (1) Office Administration – General (A2537-GENL) or (2) Office Administration – Dental (A2537-DOA)

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	111	Financial Accounting	3	0	0	3
	OR					
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	121	Business Math	2	2	0	3
BUS	151	People Skills (see note below)	3	0	0	3
BUS	260	Business Communications	3	0	0	3
COE	112	Co-op Work Experience I	0	0	20	2
CTS	130	Spreadsheet	2	3	0	3
DBA	110	Database Concepts (see note below)	2	3	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry and Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	153	Office Finance Solutions (see note below)	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	233	Office Publications Design (see note below)	2	2	0	3
OST	236	Advanced Word and Information Processing (see note below)	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
*		Business Electives	3	0	0	2
		TOTAL				**55**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
BIO	161	Introduction to Human Biology	3	0	0	3
	OR					
MAT	115	Mathematical Models	2	2	0	3
*		Communication Elective	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
*		Social/Behavioral Sciences Elective	3	0	0	3
		TOTAL				**15**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE						**71**

Dental Office Administration Focus						
OST	143	Dental Terminology	3	0	0	3
OST	147	Dental Billing and Coding	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	245	Dental Office Management	2	2	0	3
OST	246	Dental Office Simulation	2	2	0	3
						15

The **Office Administration Dental Office Administration Focus** student will not be required to complete OST 153 and OST 236. This student will have a choice of completing BUS 151 or one of the other Business Electives. Both courses OST 233 and DBA 110 are not required. Only one of these is required for completion of the Dental Office Administration Focus

* Recommended Electives

Business Electives:
ACC 140, BUS 110, BUS 115, BUS 137, BUS 151, BUS 153

Communication Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate math placement test score.
The Office Administration student must successfully complete OST 223 and OST 289 before taking COE 112.

This program offers the following certificate and diploma options:

Diploma:

Office Administration

Certificates:

Computer Software Applications
Data Entry Applications
Basic Office Technology Skills
Office Software Support

Contact the program coordinator or department chair for specific requirements.

OFFICE ADMINISTRATION LEGAL (A2537A)

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	111	Financial Accounting	3	0	0	3
	OR					
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	115	Business Law	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	260	Business Communications	3	0	0	3
COE	112	Co-op Work Experience I	0	0	20	2
CTS	130	Spreadsheet	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry and Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	153	Office Finance Solutions	1	2	0	2
OST	155	Legal Terminology	3	0	0	3
OST	156	Legal Office Procedures	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	236	Advanced Word and Information Processing	2	2	0	3
OST	252	Legal Transcription I	2	2	0	3
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
*		Business. Electives	3	0	0	2
		TOTAL				**56**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
BIO	161	Introduction to Human Biology	3	0	0	3
	OR					
MAT	115	Mathematical Models	2	2	0	3
*		Communication Elective	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
*		Social/Behavioral Science Elective	3	0	0	3
		TOTAL				**15**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE						**72**

* Recommended Electives

Business Electives:
ACC 140, BUS 110, BUS 137, BUS 151, BUS 153

Communication Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate math placement test score.

The OA-Legal student must successfully complete OST 252 **and** either complete or be enrolled in OST 289 before taking COE 112.

This program offers a *Legal Office Certificate*. Contact the program coordinator or department chair for specific requirements.

PARALEGAL TECHNOLOGY (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research and Writing I	2	2	0	3
LEX 121	Legal Research and Writing II	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law	2	2	0	3
LEX 160	Criminal Law and Procedures	2	2	0	3
LEX 170	Administrative Law	2	0	0	2
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, and Trusts	2	2	0	3
LEX 260	Bankruptcy and Collections	3	0	0	3
LEX 280	Ethics and Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
*	Other Major Elective	0/2	0/6	0/10	2
	TOTAL				**56**

GENERAL EDUCATION COURSES						
COM	120	Interpersonal Communication	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
POL	120	American Government	3	0	0	3
	OR					
POL	130	State and Local Government	3	0	0	3
		TOTAL				**18**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE						**75**

Other Major Electives

*{COE 111 & COE 115} **or** {COE 111 & COE 121} **or** COE 112 **or** LEX 270 **or** OST 131 **or** OST 284

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is approved by the American Bar Association and the North Carolina State Bar.

POLYSOMNOGRAPHY (A45670)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
CIS 110	Intro to Computers	2	2	0	3
ELC 111	Intro to Electricity	2	2	0	3
MED 118	Medical Law & Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 180	CPR Certification	0	2	0	1
PSG 110	Intro to Polysomnography	3	2	0	4
PSG 111	Neuro/Cardiopulmonary A&P	4	0	0	4
PSG 112	PSG Fundamentals	3	0	0	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 212	Infant/Pediatric PSG	3	2	0	4
PSG 213	Exam Review/Case Studies	0	3	0	1
PSG 214	PSG Clinical Apps I	0	2	0	1
	TOTAL				**51**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communications	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**67**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Committee on Accreditation for Polysomnographic Education (CoAPSG).

CoAPSG
One Westbrook Corporate Center
Westchester, Illinois 60154
708-492-0930

The medical director for this program is Daniel Lee, MD.

POLYSOMNOGRAPHY (C45650)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders. *Individuals entering the certificate curriculum must possess a minimum of an associate degree in allied health.*

Students will acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
PSG 189	Polysomnography Transition	1	3	3	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 214	PSG Clinical Apps I	0	2	0	1
	TOTAL				**18**

Students making satisfactory progress should complete this program in three semesters.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Committee on Accreditation for Polysomnographic Education (CoAPSG)

CoAPSG
One Westbrook Corporate Center
Westchester, Illinois 60154
708-492-0930

The medical director for this program is Daniel Lee, M.D.

POSITRON EMISSION TOMOGRAPHY (D45820)

The Positron Emission Tomography curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Positron Emission Tomography technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates are eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
PET 110	Introduction to PET	2	0	0	2
PET 112	PET Procedures	3	0	0	3
PET 125	PET Radiopharmaceuticals	3	0	0	3
PET 145	PET Physics	3	0	0	3
PET 210	PET Clinical I	0	0	21	7
PET 211	PET Clinical II	0	0	21	7
PET 218	PET Protection	3	0	0	3
PET 225	PET Instrumentation	2	2	0	3
PET 235	Cross Sectional Anatomy	3	0	0	3
PET 248	PET Topics	3	0	0	3
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**43**

* Recommended Communications Elective:
COM 120, COM 231

This program offers a *Positron Emission Tomography Certificate*. The Certificate does not have clinic involved in the program. Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in 2 – 3 semesters.

RADIATION THERAPY TECHNOLOGY DIPLOMA (D45680)

The Radiation Therapy Diploma is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RTT 210	Radiobiology	2	0	0	2
RTT 220	Radiation Therapy Orientation	2	0	0	2
RTT 221	Clinical Oncology I	3	0	0	3
RTT 222	Clinical Oncology II	3	0	0	3
RTT 232	Radiation Therapy Procedures	2	0	0	2
RTT 233	Radiation Therapy Physics	2	0	0	2
RTT 234	Clinical Dosimetry	1	3	0	2
RTT 240	RTT Clinical Education III	0	0	18	6
RTT 241	RTT Clinical Education IV	0	0	21	7
RTT 246	RTT Clinical Education V	0	0	18	6
*	Computer elective				2
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**43**

* Computer electives:
CIS 110, CIS 111

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

The medical advisor for this program is Ron Allison, M.D.

In order to apply:

1. Students must hold at least an Associates degree and be ARRT certified in Radiology or eligible to sit for the exam at the time of enrollment.

2. Students entering Radiation Therapy Diploma Program must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

RADIOGRAPHY (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RAD 110	Radiography Introduction and Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 112	Radiographic Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Education I	0	0	6	2
RAD 161	RAD Clinical Education II	0	0	15	5
RAD 171	RAD Clinical Education III	0	0	12	4
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 245	RAD Quality Management	1	3	0	2
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	0	3	0	1
	TOTAL				**53**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**20**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
		TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE **76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program is accredited by:
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

In order to apply students must hold a current CPR Healthcare Provider Certification by the American Heart Association or American Red Cross

The medical advisor for this program is Julian W. Vainright, M.D.

RESPIRATORY THERAPY (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RCP 110	Introduction to Respiratory Care	3	3	0	4
RCP 111	Therapeutics and Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCP 115	Cardiopulmonary Pathophysiology	2	0	0	2
RCP 122	Special Practice Lab	0	2	0	1
RCP 132	RCP Clinical Practice I	0	0	6	2
RCP 145	RCP Clinical Practice II	0	0	15	5
RCP 153	RCP Clinical Practice III	0	0	9	3
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 214	Neonatal/Peds RC	1	3	0	2
RCP 215	Career Preparation-Advanced Level	0	3	0	1
RCP 235	RCP Clinical Practice IV	0	0	15	5
RCP 248	RCP Clinical Practice V	0	0	24	8
	TOTAL				**55**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3

COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL				**20**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. This program prepares the student as an advanced-level respiratory therapist to meet the specific needs of our user community.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Committee on Accreditation for Respiratory Care (CoARC).

CoARC
1248 Harwood Road
Bedford, Texas 76021
817-283-2835

The medical director for this program is Robert Shaw, M.D.

SIMULATION AND GAME DEVELOPMENT (A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

Degree Awarded

The associate of applied science in Simulation and Game Development is awarded by Wake Technical Community College upon completion of the program.

Notes

Wake Technical Community College is the degree granting institution for the associate of applied science in Simulation and Game Development. The first year of coursework is taken at Pitt Community College; the remainder of the courses must be taken at Wake Technical Community College.

For More Information

The Simulation and Game Development program is in the Business Division, Department of Information Systems Technology. For more information call (252) 493-7336.

THERAPEUTIC MASSAGE (A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 271	Pathophysiology	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180	CRP Certification	0	2	0	1
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Ther. Massage Applications	6	9	3	10
MTH 121	Clinical Supplement I	0	0	3	1
MTH 125	Ethics of Massage	2	0	0	2
MTH 210	Adv Skills of Massage	4	9	3	8
MTH 220	Outcome-Based Massage	4	6	3	7
MTH 221	Clinical Supplement II	0	0	6	2
PED 110	Fit and Well for Life	1	0	0	2
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
	TOTAL				**54**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities Elective	3	0	0	3
	TOTAL				**17**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives

Humanities Elective
HUM 115, HUM 120, or PHI 240

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

WEB TECHNOLOGIES (A25290)

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 110	Networking Concepts	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 220	Advanced Multimedia	2	2	0	3
WEB 230	Implementing Web Serv	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
WEB 289	Internet Technologies Project	1	4	0	3
*	Electives				6
	TOTAL				**54**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**71**

* Electives (6 credits)
CSC 134, CSC 139, CSC 151, SGD 111, SGD 112, SGD 113, SGD 114, WEB 180

Students enrolled full-time and making satisfactory progress should complete this program in four semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Web Design Certificate* and *Simulation & Game Development Fundamentals Certificate*. Contact the program coordinator or department chair for specific requirements.

WELDING TECHNOLOGY (A50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
MEC 142	Physical Metallurgy	1	2	0	2
OR					
MEC 172	Intro to Metallurgy	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
	Electives				20
	Blueprint Elective	2	4	0	4
	Safety Elective	2	0	0	2
	Welding Elective				4
	TOTAL				**52/54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Mathematics Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 118	College Study Skills	1	2	0	2
					1/2
TOTAL CREDITS FOR AAS DEGREE					**68/71**

* Recommended Electives

Electives:
COE 111, COE 112, COE 122, WLD 116, WLD 122, WLD 132, WLD 215, WLD 231, WLD 251, WLD 262, WLD 265
Blueprint Electives: (Select 2)
BPR 111, BPR 121, BPR 130
Safety Electives:
ISC 112, ISC 115
Welding Electives:
WLD 151, WLD 212, WLD 221
Communications Electives:
COM 111, COM 120, COM 231, ENG 112, ENG 113, ENG 114
Mathematics Electives:
MAT 115, MAT 120, MAT 121, MAT 161
Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212
Social/Behavioral Sciences Electives:
ECO 251, PSY 118; PSY 150, SOC 210, SOC 213, HIS 111, HIS 112, HIS 115, HIS 121, HIS 131, HIS 132, HIS 221, GEO 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program has diploma and certificate options as listed below. Contact the program coordinator or department chair for specific requirements.

DIPLOMA:
Basic Welding

CERTIFICATES:
Basic Welding
SMAW (Stick)
GMAW (MIG
GTAW (TIG)
Pipe Welding
Welding BPR/Testing
Bio-Welding and Repair Certificate

UNIVERSITY TRANSFER

Associate in Arts (AA)
Associate in Fine Arts (AFA)
Associate in Science (AS)
Associate in General Education for University Transfer (AGE-UT)

Associate's Degree Programs:
The Associate in Arts (AA), Associate in Fine Arts (AFA), and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four year college or university. The completion of the AA, AFA, or AS degree fulfills the freshman and sophomore requirements and allows the student to claim junior status at the receiving four year institution.

The AA, AFA, and AS follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System to in order to create a seamless transfer program within the North Carolina higher educational system. Courses in the programs of study are all approved transfer courses and will transfer between the state colleges without question.

To be eligible for admission into either of these programs, a student must take the English and math Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 and MAT-070 or lower will be assigned to the Associate in General Education University Transfer Program (AGE-UT) until developmental course work is completed. When the student completes these courses, he will be assigned a new advisor in one of the three transfer programs (AA, AFA, AS).

NOTE: Transfer courses must receive a grade of C or better in order to be eligible for transfer acceptance. Also students should be aware that four year institutions prefer that the AA, AFA, or AS degree is completed and that the students have a 2.5 GPA or better.

Academic Advising: In order to ensure students follow the Associate Degree curriculum appropriately and in a timely manner, Student Educational Planning (SEP) and regular contact with a faculty academic advisor is crucial. Students learn how to create their program educational plan in the ACA 122 (College Student Success) course taken within the first 12 hours at PCC. They then work with an advisor to guide them in developing and meeting their academic goals.

Associate in Arts (AA), Associate in Fine Arts (AFA), and Associate in Science (AS) Pre-Major Programs available through Pitt Community College include the following:

Pre-Major Program Title	Code	*Area of Interest	Code
Associate in Arts	A10100	Business Administration	BUSAD
		Criminal Justice	CJ
		Elementary Education	ELEM
		Middle Grades	MED
		Special Education	SPED
		Birth - Kindergarten	BKED
Associate in Fine Arts	A10200		
Associate in Science	A10400		
Associate in Science: Pre-Major Engineering	A1040D		

*Students in the Associate in Arts (AA) program **may** choose an "Area of Interest." More information on Areas of Interest and the recommended courses may be obtained from University Transfer Advisors in the Arts & Science Division.

ASSOCIATE IN GENERAL EDUCATION

The Associate in General Education program is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year AGE program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

Students not meeting the eligibility requirements for admission into a University Transfer program are assigned to the AGE Program until all developmental courses are completed. See "University Transfer." Also, students intending to enter a health science program with limited enrollment are assigned to the AGE program until admitted into the student's major of choice.

Depending on the intended field of health sciences, some of the AAS programs may require more or less general education work. It is imperative these students work with an advisor to create a plan of study for their intended health sciences major. The following courses provide course selection opportunities for AGE-Health Science students

ASSOCIATE IN GENERAL EDUCATION (10300)

Course and Hour Requirements for the AGE Degree

The associate in General Education Program is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The **Two-Year program** provides students opportunities to study English, literature, fine arts, philosophy, social science, and mathematics at the college level. Although many of the courses are equivalent to college transfer courses, the program is **NOT** designed for college Transfer.

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
English Composition		6	0	0	6
Humanities/Fine Arts		3	0	0	3
Social/Behavioral Sciences		3	0	0	3
Natural Sciences/Mathematics		3	0	0	3
Other Required Hours					48-49
FOUNDATION COURSES					
Choose one of the following courses					
ACA 111	College Student Success	1	0	0	1
ACA 118	College Study Skills	1	2	0	2
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**64-65**

Recommended Courses:

English Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 3 SHC):*
Art (ART 111, ART 114, ART 115, ART 131, ART 132)
Drama (DRA 111, DRA 112, DRA 122)
Humanities (HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160)
Literature (ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262)
Music (MUS 110, MUS 113)
Philosophy (PHI 210, PHI 240)
Religion (REL 110, REL 211, REL 212)
Speech/Communication (COM 110, COM 111, COM 120, COM 231)
Social/Behavioral Science *(Select 3 SHC):*
Economics (ECO 251, ECO 252)
Geography (GEO 111)
History (HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132)

Political Science (POL 120, POL 130)
Psychology (PSY 150, PSY 241, PSY 281)
Sociology (SOC 210, SOC 213, SOC 220)

Natural Sciences/Mathematics *(Select 3 SHC):*
Astronomy (AST 111, AST 111A)
Biology (BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175)
Chemistry (CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152)
Computer Science (CIS 110, CIS 115)
Geology (GEL 120)
Mathematics (MAT 140, MAT 161, MAT 162, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273)
Physics (PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252)

Electives *(Select 48-49 SHC):*

ACA 220 ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 245, ART 247, ART 264, ART 265, ART 275, ART 281, ASL 111, ASL 181, ASL 112, ASL 182, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 111, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 111, COM 120, COM 231, CSC 134, CSC 151, DBA 110, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEL 230, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HSC 110, HSE 215, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MAT 110, MAT 115, MAT 140, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MED 118, MED 120, MED 121, MED 122, MED 180, MUS 110, MUS 113, OST 131, OST 136, OST 137, OST 284, PED (any PED courses), PHI 210, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 118, PSY 150, PSY 241, PSY 256, PSY 281, RED 111, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 120, SPA 131, SPA 161, SPA 211, SPA 212

Any student who is entering Pitt Community College as an AGE Program student must take the Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 or lower and MAT-070 will be assigned to the Associate in General Education Developmental Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to his or her originally intended AGE or AGE Technical Program.**

ASSOCIATE IN ARTS (A10100)

PRE-LIBERAL ARTS

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
English Composition		6	0	0	6
Humanities/Fine Arts		12	0	0	12
Social/Behavioral Sciences		12	0	0	12
Natural Sciences/Math		8	0	0	14
Electives		20	0	0	20
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE		**65**	**0**	**0**	**65**

** CIS 110 is required for graduation*

Recommended Courses:

English Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 12 SHC from 3 different prefix areas; one must be a literature):*
Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, ART 114, ART 115, ASL 111, ASL 112, COM 110, COM 120, COM 231, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, SPA 111,SPA 112, SPA 211, SPA 212
Humanities (Select at least 3 SHC): HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences *(Select 8 SHC):*
AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, GEL 230, PHY 110 and PHY 110A, PHY 151, PHY 152

Mathematics/Quantitative *(Select 6 SHC):*

Mathematics (Select at least 3 SHC): MAT 140, MAT 161, MAT 175, MAT 175A

Quantitative (Select no more than 3 SHC): CIS 110, CIS 115, MAT 155, MAT 162, MAT 263, MAT 271

Social/Behavioral Science *(Select 12 SHC from three different prefix areas):*

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Sciences: ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120

Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Electives *(Select 20 SHC):*

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 245, ART 247, ART 261, ART 264, ART 265, ART 275, ART 281, ASL 111, ASL 181, ASL 112, ASL 182, AST 111 and AST 111A, AST 251, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, BUS 137, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 111, COM 120, COM 140, COM 150, COM 231, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124. DRA 130, DRA 131, DRA 135, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, HUM 180, MAT 140, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 113, MUS 131, MUS 132, MUS 137, MUS 138, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 150, PSY 211, PSY 241, PSY 256, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

Any student who is entering Pitt Community College as an AGE Program student must take the Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 or lower and MAT-070 will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to his or her originally intended University Transfer advisor.**

ASSOCIATE IN ARTS
44 SCH DIPLOMA (D10100)

AA General Education Core Diploma (D10100). The NCCCS adoption of the AA Diploma on October 1, 2006 encourages students to complete the 44 General Education Core credits prior to transferring to a college or university. Statistics indicate transfer students are much more successful at the university level if the core education courses are completed. The advantage for students transferring to a university or college, will allow the recipient school to know immediately that the student has fulfilled all General Education requirements without an in depth transcript review. Requirements with the listing of the Diploma on their transcript. The AA diploma also encourages community employment advancement by having core college courses completed in addition to a high school diploma.

Any student who is entering Pitt Community College is required to take a placement test for both English and Math unless the student can provide documentation of SAT scores of 500 or over in English/Math or ACT scores of 20 for English and 23 for math. If the student is transfer student and has taken the ASSET, COMPASS, ACCUPLACER/CPT test at another college within the last 3 years, the student can bring a copy of the scores to override the taking of the placement tests.

Students placing in English 085 and MAT 070 or lower will be assigned to the AGE Program (A10300) until all developmental courses are completed. Once all developmental courses are completed, the student will be reassigned to his originally intended major.

GENERAL EDUCATION CORE (44 SHC)*
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC**)
Four courses from at least **three** of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (12 SHC)
Four courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (14 SHC)
Natural Sciences (8 SHC):
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.
Mathematics (6 SHC):
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics

ASSOCIATE IN FINE ARTS (A10200)

(emphasis on visual arts)

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111		3	0	0	3
MAT 161		3	0	0	3
Composition		3	0	0	3
Humanities/Fine Arts					6
Social/Behavioral Sciences					9
Natural Sciences/Math					4
MAJOR COURSES					
ART 114	Art History	3	0	0	3
ART 115	Art History Survey II		3	0	0
ART 121	Design I	3	0	0	3
ART 122	Design II	3	0	0	3
ART 131	Drawing I	3	0	0	3
ART 214	Portfolio and Resume	0	2	0	1
Major electives					20
FOUNDATION COURSES					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AFA DEGREE					**65**

Recommended Courses:

Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition: (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 6 SHC One course must be from Literature):*
Literature (Select 3 SHC) ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Humanities elective (Select 3 SHC) ASL 111, ASL 112, COM 110, COM 120, COM 231, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Social/Behavioral Science *(Select 9 SHC):*

History (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Science (Select 3 SHC): ECO 251, ECO 252, GEO 111, POL 120

Behavioral Science (Select 3 SHC) PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Sciences/Mathematics *(Select 4 SHC):*

Natural Sciences *(Select 4 SHC)*

AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, PHY 110 and PHY 110A, PHY 151, PHY 152

Major Electives *(Select 20 SHC):*

ART 113, ART 116, ART 117, ART 132, ART 135, ART 171, ART 212, ART 213, ART 222, ART 223, ART 231, ART 232, ART 235, ART 240, ART 241, ART 242, ART 243, ART 244, ART 245, ART 246, ART 247, ART 248, ART 250, ART 251, ART 252, ART 260, ART 261, ART 262, ART 263, ART 264, ART 265, ART 266, ART 267, ART 271, ART 274, ART 275, ART 281, ART 282, ART 283, ART 284, ART 289, ASL 181, ASL 182, CIS 110, CIS 111, PED 110, PED 111, PED 117, PED 118, PED 125, PED 130, PED 143, PED 150, PED 151

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Any student who is entering Pitt Community College as an AGE Program student must take the Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 or lower and MAT-070 will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to his or her originally intended University Transfer advisor.**

ASSOCIATE IN SCIENCE (A10400)
Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	9	0	0	9
Social/Behavioral Science	9	0	0	9
Natural Sciences/Mathematics	20	0	0	20
Other Required Natural Science/Mathematics	14	0	0	14
Electives	6	0	0	6
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
OR				
ACA 122 College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AS DEGREE	**65**	**0**	**0**	**65**

**CIS 110 is required for graduation*

Recommended Courses:

English Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 9 SHC from 3 different prefix areas; one must be a literature):*
Literature (Select at least 3 SHC):
ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Fine Arts/Foreign Language (Select at least 3 SHC)
ART 111, ART 114, ART 115, ASL 111, ASL 112, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, SPA 111, SPA 112, SPA 211, SPA 212
Humanities (Select at least 3 SHC):
COM 110, COM 120, COM 231, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science *(Select 9 SHC from 3 different prefix areas; one must be a history);*
History (Select at least 3 SHC):
HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132
Select 6 SHC from two different prefix areas::
Social Sciences: ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120
Behavioral Sciences PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Sciences/Mathematics *(Select 20 SHC total)*

Natural Sciences (8 SHC minimum. Select a two-course sequence from the following):

BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II (4 SHC) *or*
CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II (4 SHC) *or*
PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II (4 SHC)

Mathematics (Select 6SHC)

MAT 175 and 175A (Required)
CIS 110, CIS 115, MAT 155 MAT 271

Natural Science/Mathematics (Select 6 Additional SHC):

BIO 111, BIO 112, BIO 120, BIO 130, CHM 151, CHM 152, CIS 110, CIS 115, GEL 120, GEL 230, MAT 155, MAT 271, MAT 272, MAT 273, PHY 151, PHY 152, PHY 251, PHY 252

Other Required Hours *(Select 20 SHC total)*

Natural Science/Mathematics *(Select a minimum of 14 SHC):*

BIO 111, BIO 112, BIO 120, BIO 130, CHM 151, CHM 152, CIS 110, CIS 115, GEL 120, GEL 230, PHY 151, PHY 152, PHY 251, PHY 252, MAT 271, MAT 272, MAT 273

Electives *(Select 6 SHC):*

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART171, ART 245, ART 247, ART 261, ART 264, ART 265, ART 275, ART 281,ASL 111, ASL 112, ASL 181, ASL 182, AST 111 & AST 111A, AST 251, BIO 110, BIO 140 & BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, BUS 137, CHM 131 & CHM 131A, CHM 132, CJC 111, CJC 121, CJC 141, COM 110, COM 111, COM 120, COM 140, COM 150, COM 231, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, DRA 135, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, HUM 180, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 113, MUS 131, MUS 132, MUS 137, MUS 138, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, PHY 110 & PHY 110A, POL 120, POL 130, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

Any student who is entering Pitt Community College as an AGE Program student must take the Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 or lower and MAT-070 will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to his or her originally intended University Transfer advisor.**

ASSOCIATE IN SCIENCE
44 SCH DIPLOMA (D10400)

AS General Education Core Diploma (D10400). The NCCCS adoption of the AS Diploma on October 1, 2006 encourages students to complete the 44 General Education Core credits prior to transferring to a college or university. Statistics indicate transfer students are much more successful at the university level if the core education courses are completed. The advantage for students transferring to a university or college, will allow the recipient school to know immediately that the student has fulfilled all General Education requirements without an in depth transcript review. Requirements with the listing of the Diploma on their transcript. The AS diploma also encourages community employment advancement by having core college courses completed in addition to a high school diploma.

Any student who is entering Pitt Community College is required to take a placement test for both English and Math unless the student can provide documentation of SAT scores of 500 or over in English/Math or ACT scores of 20 for English and 23 for math. If the student is transfer student and has taken the ASSET , COMPASS, ACCUPLACER/CPT test at another college within the last 3 years, the student can bring a copy of the scores to override the taking of the placement tests.

Students placing in English 085 and MAT 070 or lower will be assigned to the AGE Program (A10300) until all developmental courses are completed. Once all developmental courses are completed, the student will be reassigned to his originally intended major.

GENERAL EDUCATION CORE (44 SHC)*
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)

Humanities/Fine Arts (9 SHC**)
Three courses from at least **three** of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (9 SHC)
Three courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (20 SHC)
Natural Sciences (8 SHC):
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.
Mathematics (12 SHC):
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics

ASSOCIATE IN SCIENCE (A1040D)
Pre-Major Engineering
Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
CHM 151	General Chemistry	3	3	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4
Composition		3	0	0	3
Humanities/Fine Arts		9	0	0	9
Social/Behavioral Sciences		9	0	0	9
MAJOR COURSES					
MAT 273	Calculus III	3	2	0	4
MAT 285	Differential Equations	3	0	0	3
Programming Elective					3
Engineering Elective					3
Electives					7
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AS DEGREE		**65**	**0**	**0**	**65**

**CIS 110 is required for graduation*

Recommended Courses:

English Composition (*Select 6 SHC*):
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 9 SHC from 3 different prefix areas; one must be a literature):*
Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Fine Arts/Foreign Language (*Select at least 3 SHC*): ART 111, ART 114, ART 115, ASL 111, ASL 112, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, SPA 111, SPA 112, SPA 211, SPA 212

Humanities (Select at least 3 SHC): COM 110, COM 120, COM 231, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science (*Select 9 SHC from 3 different prefix areas; one must be a history*)

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Economics (Select 3 SHC): ECO 251, ECO 252

Social/Behavioral Sciences: (Select 3 SHC) ANT 210, ANT 220, GEO 111, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Programming Elective *(Select 3 SHC):*
CSC 134, CSC 151

Engineering Elective *(Select 3 SHC):*
CHM 152, DFT 170, EGR 220

Electives (*Select 7 SHC*):

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART171, ART 245, ART 247, ART 261, ART 264, ART 265, ART 275, ART 281,ASL 111, ASL 112, ASL 181, ASL 182, AST 111 & AST 111A, AST 251, BIO 110, BIO 140 & BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BUS 110, BUS 115, BUS 137, CHM 131 & CHM 131A, CHM 132, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 111, COM 120, COM 140, COM 150, COM 231, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, DRA 135, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 211, FRE 212, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, HUM 180, MAT 155, MAT 161, MAT 162, MAT 175 and MAT 175A, MAT 263, MAT 280, MUS 110, MUS 113, MUS 131, MUS 132, MUS 137, MUS 138, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, PHY 110 & PHY 110A, POL 120, POL 130, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 161, SPA 211, SPA 212

Any student who is entering Pitt Community College as an AGE Program student must take the Placement Tests and place out of ENG-085 and MAT-070. Students that place into ENG-085 or lower and MAT-070 will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to his or her originally intended University Transfer advisor.**

DEVELOPMENTAL COURSES

Any student who is entering Pitt Community College is required to take a placement test for both English and Math unless the student can provide documentation of SAT scores of 500 or over in English/Math or ACT scores of 20 for English and 23 for Math. If the student is a transfer student and has taken the ASSET, COMPASS, or ACCUPLACEER/CPT test at another college within the last 3 years, the student can bring a copy of the scores to override the taking of the placement tests.

Students placing in English 085 and MAT 070 or lower will be assigned to the AGE Program until all developmental courses are completed. Once all developmental courses are complete, the student will be reassigned to his originally intended major.

DEVELOPMENTAL COURSES

If students, as a result of placement test, are found to be deficient in English, mathematics, computer, and science skills, they will be required to take the appropriate courses from the following lists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
ACADEMIC RELATED					
ACA 090	Study Skills	3	0	0	3
BIOLOGY					
BIO 094	Concepts of Human Biology	3	2	0	4
CHEMISTRY					
CHM 094	Basic Biological Chemistry	3	2	0	4
ENGLISH/READING					
ENG 060	Speaking English Well	2	0	0	2
ENG 075	Reading & Language Essentials	5	0	0	5
ENG 075A	Reading & Language Ess Lab	0	2	0	1
ENG 085	Reading and Writing Foundations	5	0	0	5
ENG 085A	Reading and Language Foundations Lab	0	2	0	1
ENG 095	Reading and Composition Strategies	5	0	0	5
ENG 095A	Reading and Composition Strategies Lab	0	2	0	1
MATHEMATICS					
MAT 050	Basic Math Skills	3	2	0	4
MAT 060	Essential Mathematics	3	2	0	4
MAT 070	Introductory Algebra	3	2	0	4
MAT 080	Intermediate Algebra	3	2	0	4
MAT 090	Accelerated Algebra	3	2	0	4
MAT 095	Algebraic Concepts	3	0	0	3

NOTE: Developmental courses do not meet elective or graduation requirements.

A minimum grade of "C" in all developmental courses is required to advance to the next level.

Students requiring two or more developmental courses must also take ACA 090 - Study Skills.

COURSE PREFIX IDENTIFICATION

COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGE
ACA	ACADEMIC RELATED	261
ACC	ACCOUNTING	262
AHR	AIR CONDITIONING, HEATING, AND REFRIGERATION	264
ANT	ANTHROPOLOGY	268
ARC	ARCHITECTURE	269
ART	ART	273
ASL	AMERICAN SIGN LANGUAGE	284
AST	ASTRONOMY	285
ATR	AUTOMATION TRAINING	285
AUT	AUTOMOTIVE	286
BIO	BIOLOGY	292
BPM	BIOPROCESS MANUFACTURING TECHNOLOGY	297
BPR	BLUEPRINT READING	297
BTC	BIOTECHNOLOGY	297
BUS	BUSINESS	299
CAR	CARPENTRY	304
CAT	COMPUTED TOMOGRAPHY	305
CET	COMPUTER ENGINEERING TECHNOLOGY	306
CHM	CHEMISTRY	306
CIS	INFORMATION SYSTEMS	309
CJC	CRIMINAL JUSTICE	310
COE	COOPERATIVE EDUCATION	315
COM	COMMUNICATION	317
COS	COSMETOLOGY	319
CSC	COMPUTER SCIENCE	321
CST	CONSTRUCTION	323
CTS	COMPUTER INFORMATION TECHNOLOGY	324
CVS	CARDIOVASCULAR SONOGRAPHY	325
DBA	DATABASE MANAGEMENT TECHNOLOGY	326
DFT	DRAFTING	327
DOS	MEDICAL DOSIMETRY	328
DRA	DRAMA	330
ECO	ECONOMICS	332
EDU	EDUCATION	332
EGR	ENGINEERING	337
ELC	ELECTRICITY	338
ELN	ELECTRONICS	341
ENG	ENGLISH	343
FRE	FRENCH	349
GEL	GEOLOGY	351
GEO	GEOGRAPHY	351
GER	GERMAN	352
GRD	GRAPHIC DESIGN	352
GRO	GERONTOLOGY	356

HEA	HEALTH	356
HIS	HISTORY	357
HIT	HEALTH INFORMATION TECHNOLOGY	359
HMT	HEALTHCARE MANAGEMENT	363
HSC	HEALTH SCIENCES	365
HSE	HUMAN SERVICES	365
HUC	HEALTH UNIT CORDINATOR	370
HUM	HUMANITIES	370
HYD	HYDRAULICS	372
INT	INTERNATIONAL BUSINESS	373
ISC	INDUSTRIAL SCIENCE	374
LEO	LASERS AND OPTICS	376
LEX	LEGAL EDUCATION	377
LOG	LOGISTICS MANAGEMENT	380
MAC	MACHINING	381
MAT	MATHEMATICS	383
MEC	MECHANICAL	390
MED	MEDICAL ASSISTING	392
MKT	MARKETING AND RETAILING	398
MNT	MAINTENANCE	400
MRI	MAGNETIC RESONANCE IMAGING	402
MTH	THERAPEUTIC MASSAGE	403
MUS	MUSIC	404
NET	NETWORKING TECHNOLOGY	407
NMT	NUCLEAR MEDICINE	409
NOS	NETWORKING OPERATING SYSTEMS	412
NUR	NURSING	414
OMT	OPERATIONS MANAGEMENT	415
OST	OFFICE SYSTEMS TECHNOLOGY	416
OTA	OCCUPATIONAL THERAPY ASSISTANT	422
PED	PHYSICAL EDUCATION	426
PET	POSITRON EMISSION TOMOGRAPHY	431
PHI	PHILOSOPHY	433
PHY	PHYSICS	433
PLU	PLUMBING	435
POL	POLITICAL SCIENCE	436
PSG	POLYSOMNOGRAHY	436
PSY	PSYCHOLOGY	438
PTC	PHARMACEUTICAL TECHNOLOGY	440
RAD	RADIOGRAPHY	440
RCP	RESPIRATORY CARE	444
RED	READING	448
REL	RELIGION	448
RTT	RADIATION THERAPY TECHNOLOGY	449
SAB	SUBSTANCE ABUSE	452
SEC	INFORMATION SYSTEMS SECURITY	454
SGD	SIMULATION AND GAME DEVELOPMENT	456
SOC	SOCIOLOGY	458

SON SONOGRAPHY 45
SPA SPANISH 46
SWK SOCIAL WORK 46
WEB WEB TECHNOLOGIES 46
WLD WELDING 46

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Comprehensive Articulation Agreement

Many of the courses described in this section include references to the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in this section with a statement about the CAA have been deemed transferable by the two systems. However, even for courses included in the CAA, most colleges and universities will accept for transfer only those courses with a grade of "C" or better.

In addition to the sixteen public universities of the University of North Carolina System, many of the private colleges and universities honor the conditions of the Comprehensive Articulation Agreement.

Writing Intensive Courses

Some courses in the College Transfer program are designated as "Writing Intensive Courses." The following description of writing intensive courses was adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

> Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, a combination of writing approaches or collaborative assignments from faculty in different disciplines. A writing intensive course treats writing both as a tool for learning and a skill to be learned. Although a number of models exist for teachers to choose from, a writing intensive class will include a variety of writing assignments from the following list to total approximately 30-50 pages of student writing:
>
> - one long edited paper (12-15 pages) presented in drafts and two preparation papers
> - four or five shorter (4-5 pages) edited papers
> - journal assignments (30-50 pages) of unedited reflective writing
> - a series of informal writing-to-learn assignments

It is highly recommended that students successfully complete ENG 111 prior to enrollment in any Writing Intensive courses.

Course Offering

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

		Class	Lab	Clin/ WExp	Credit Hours

ACADEMIC RELATED

ACA 090	STUDY SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. At Pitt Community College this course is required of students who place into two developmental courses.

ACA 111	COLLEGE STUDENT SUCCESS	1	0	0	1

Prerequisite: None
Corequisite: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (Not intended for College Transfer)

ACA 118	COLLEGE STUDY SKILLS	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.
There is a $7.50 lab fee for this course.

ACA 122	COLLEGE TRANSFER SUCCESS	1	0	0	1

Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (Intended for College Transfer)

		Class	Lab	Clin/ WExp	Credit Hours
ACA 220	PROFESSIONAL TRANSITION	1	0	0	1

Prerequisite: None
Corequisite: None
This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

ACC 111	FINANCIAL ACCOUNTING	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 120	PRINCIPLES OF FINANCIAL ACCT	3	2	0	4

Prerequisites None
Local Prereq: MAT 070 and ENG 095
Corequisites: None
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121	PRINCIPLES OF MANAGERIAL ACCT	3	2	0	4

Prerequisites: ACC 120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-*

		Class	Lab	Clin/ WExp	Credit Hours

major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ACC 122	PRIN OF FINANCIAL ACCT II	3	0	0	3

Prerequisites: ACC 120
Corequisites: None
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (Only offered Spring semester)

ACC 129	INDIVIDUAL INCOME TAXES	2	2	0	3

Prerequisites: None
Local Prereq: MAT 070 & ENG 095
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. *This course is also available through the Virtual Learning Community (VLC).* (Only offered Fall semester)

ACC 140	PAYROLL ACCOUNTING	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

ACC 150	ACCT SOFTWARE APPL	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).*

ACC 220	INTERMEDIATE ACCOUNTING I	3	2	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. *This course is also available through the Virtual Learning Community (VLC).* (Only offered Fall semester)

ACC 240	GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING	3	0	0	3

Prerequisite: ACC 121
Corequisite: None
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	AUDIT & ASSURANCE SERVCS	3	0	0	3

Prerequisites: ACC 220
Corequisites: None
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology. (Only offered Spring semester)

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110	INTRO TO REFRIGERATION	2	6	0	5

Prerequisite: None
Corequisite: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.
There is a $22.50 lab fee for this course.

AHR 111	HVACR ELECTRICITY	2	2	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Corequisite: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
There is a $7.50 lab fee for this course.

AHR 112	HEATING TECHNOLOGY	2	4	0	4

Prerequisite: None
Corequisite: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.
There is a $15.00 lab fee for this course.

AHR 113	COMFORT COOLING	2	4	0	4

Prerequisite: None
Corequisite: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.
There is a $15.00 lab fee for this course.

AHR 114	HEAT PUMP TECHNOLOGY	2	4	0	4

Prerequisite: AHR 110 or AHR 113
Corequisite: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.
There is a $15.00 lab fee for this course.

AHR 115	REFRIGERATION SYSTEMS	1	3	0	2

Prerequisite: AHR 110
Corequisite: None
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
AHR 130	HVAC CONTROLS	2	2	0	3

Prerequisite: AHR 111 or ELC 111
Corequisite: None
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.
There is a $7.50 lab fee for this course.

AHR 133	HVAC SERVICING	2	6	0	4

Prerequisite: None
Local Prereq: AHR 110
Corequisite: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.
There is a $22.50 lab fee for this course.

AHR 140	ALL-WEATHER SYSTEMS	1	3	0	2

Prerequisite: AHR 112 or AHR 113
Corequisite: None
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.
There is a $11.25 lab fee for this course.

AHR 151	HVAC DUCT SYSTEMS I	1	3	0	2

Prerequisite: None
Corequisite: None
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.
There is a $11.25 lab fee for this course.

AHR 160	REFRIGERANT CERTIFICATION	1	0	0	1

Prerequisite: None
Corequisite: None
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180	HVACR CUSTOMER RELATIONS	1	0	0	1

Prerequisite: None
Corequisite: None
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211	RESIDENTIAL SYSTEM DESIGN	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
There is a $7.50 lab fee for this course.

AHR 212	ADVANCED COMFORT SYSTEMS	2	6	0	4

Prerequisite: AHR 114
Corequisite: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.
There is a $22.50 lab fee for this course.

AHR 215	COMMERCIAL HVAC CONTROLS	1	3	0	2

Prerequisite: AHR 111 or ELC 111
Corequisite: None
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.
There is a $11.25 lab fee for this course.

AHR 220	COMMERCIAL BUILDING CODES	2	0	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Corequisite: None
This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code*. Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

AHR 240	HYDRONIC HEATING	1	3	0	2

Prerequisite: AHR 112
Corequisite: None
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.
There is a $11.25 lab fee for this course.

AHR 255	INDOOR AIR QUALITY	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.
There is a $7.50 lab fee for this course.

ANTHROPOLOGY

ANT 210	GENERAL ANTHROPOLOGY	3	0	0	3

Prerequisites: None
Local prereq: ENG 095
Corequisites: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
ANT 220	CULTURAL ANTHROPOLOGY	3	0	0	3

Prerequisites: None
Local prereq: ENG 095
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ARCHITECTURE
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

ARC 111	INTRODUCTION TO ARCHITECTURAL TECHNOLOGY	1	6	0	3

Prerequisite: None
Corequisite: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (Only offered Fall semester)
There is a $22.50 lab fee for this course.

ARC 112	CONSTRUCTION MATERIALS AND METHODS	3	2	0	4

Prerequisite: None
Corequisite: None
This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (Only offered Fall semester)
There is a $7.50 lab fee for this course.

ARC 113	RESIDENTIAL ARCHITECTURAL TECHNOLOGY	1	6	0	3

Prerequisite: ARC 111
Local Prereq: ARC 114
Corequisite: ARC 112

		Class	Lab	Clin/ WExp	Credit Hours

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. (Only offered Spring semester)
There is a $22.50 lab fee for this course.

ARC 114	ARCHITECTURAL CAD	1	3	0	2

Prerequisite: None
Corequisite: None
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

ARC 119	STRUCTURAL DRAFTING	2	2	0	3

Prerequisites: ARC 113 and MAT 121
Local Prereq: ARC 220
Corequisites: None
This course introduces basic concepts associated with sizing and detailing structural assemblies. Topics include vocabulary, span-to-depth ratios, code requirements, shop drawings, and other related topics. Upon completion, students should be able to perform simple calculations and prepare shop drawings and preliminary structural plans. (Only offered Fall semester)
There is a $7.50 lab fee for this course.

ARC 131	BUILDING CODES	2	2	0	3

Prerequisites: ARC 112 or CAR 111
Corequisites: None
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects. (Only offered Spring semester)
There is a $7.50 lab fee for this course.

ARC 160	RESIDENTIAL DESIGN	1	6	0	3

Prerequisite: ARC 111
Corequisite: ARC 112
This course introduces the methodology of basic residential design. Topics include residential site design, space organization and layout, residential styles, and the development of schematic design. Upon completion, students should be able to design a residence. (Only offered Summer semester)
There is a $22.50 lab fee for this course.

ARC 210	INTRO TO SUSTAIN DESIGN	1	3	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ARC 111
Local prereq: ARC 112 or CAR 111
Corequisites:
This course introduces concepts and principles related to sustainable site development and architectural design. Topics include low impact and sustainable site development, water efficiency, energy efficiency, material and resource management, indoor environmental quality, and return on investment. Upon completion, students should be able to articulate and integrate sustainable design principles into site and architectural design. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

ARC 213 DESIGN PROJECT 2 6 0 4
Prerequisites: ARC 111, ARC 112 and ARC 114
Corequisite: None
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents. (Only offered Spring semester)
There is a $22.50 lab fee for this course.

ARC 220 ADVANCED ARCHITECTURAL CAD 1 3 0 2
Prerequisite: ARC 114
Corequisite: None
This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

ARC 221 ARCHITECTURAL 3-D CAD 1 4 0 3
Prerequisites: ARC 114
Corequisites: None
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. (Only offered Spring semester)
There is a $15.00 lab fee for this course.

ARC 230 ENVIRONMENTAL SYSTEMS 3 3 0 4
Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171, or MAT 175
Corequisite: None
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code

		Class	Lab	Clin/ WExp	Credit Hours

requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

ARC 231 ARCH PRESENTATIONS 2 4 0 4
Prerequisites: ARC 111
Local Prereq: ARC 114
Corequisites: None
This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings. (Only offered Fall semester)
There is a $15.00 lab fee for this course.

ARC 235 ARCHITECTURAL PORTFOLIO 2 3 0 3
Prerequisites: None
Local prereq: ARC 231
Corequisites: None
This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

ARC 240 SITE PLANNING 2 2 0 3
Prerequisite: ARC 111 or LAR 111
Corequisite: None
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations. (Only offered Summer semester)
There is a $7.50 lab fee for this course.

ARC 264 DIGITAL ARCHITECTURE 1 3 0 2
Prerequisites: None
Corequisites: None
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

ART

ART 111 ART APPRECIATION 3 0 0 3
Prerequisite: None
Corequisite: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 113 ART METHODS AND MATERIALS 2 2 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 114 ART HISTORY SURVEY I 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 115 ART HISTORY SURVEY II 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 116 SURVEY OF AMERICAN ART 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 NON-WESTERN ART HISTORY 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121 DESIGN I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 122 DESIGN II 0 6 0 3
Prerequisites: ART 121
Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 DRAWING I 0 6 0 3
Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 132	DRAWING II	0	6	0	3

Prerequisite: ART 131
Corequisite: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 135	FIGURE DRAWING I	0	6	0	3

Prerequisites: ART 131
Corequisites: None
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

ART 171	COMPUTER ART I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 212	GALLERY ASSISTANTSHIP I	0	2	0	1

Prerequisites: None
Corequisites: None
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
ART 213	GALLERY ASSISTANTSHIP II	0	2	0	1

Prerequisites: ART 212
Corequisites: None
This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 214	PORTFOLIO AND RÉSUMÉ	0	2	0	1

Prerequisites: None
Corequisites: None
This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 222	WOOD DESIGN I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 223	WOOD DESIGN II	0	6	0	3

Prerequisites: ART 222
Corequisites: None
This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 231	PRINTMAKING I	0	6	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 232	PRINTMAKING II	0	6	0	3

Prerequisites: ART 231
Corequisites: None
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 235	FIGURE DRAWING II	0	6	0	3

Prerequisites: ART 135
Corequisites: None
This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240	PAINTING I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 241	PAINTING II	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been*

		Class	Lab	Clin/ WExp	Credit Hours

approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 242	LANDSCAPE PAINTING	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 243	PORTRAIT PAINTING	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course covers the portrait as subject matter by use of live models. Topics include composition, color mixing, and the history of portraiture. Upon completion, students should be able to demonstrate competence in the traditional approach to portrait painting. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 244	WATERCOLOR	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 245	METALS I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 246	METALS II	0	6	0	3

Prerequisites: ART 245
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 247	JEWELRY I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 248	JEWELRY II	0	6	0	3

Prerequisites: ART 247
Corequisites: None
This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonné, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 250	SURFACE DESIGN: TEXTILES	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batiking, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 251	WEAVING I	0	6	0	3

Prerequisites: None
Corequisites: None
This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 252	WEAVING II	0	6	0	3

Prerequisites: ART 251
Corequisites: None
This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 260	PHOTOGRAPHY APPRECIATION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 261	PHOTOGRAPHY I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 262	PHOTOGRAPHY II	0	6	0	3

Prerequisites: ART 261
Corequisites: None
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
ART 263	COLOR PHOTOGRAPHY	0	6	0	3

Prerequisites: ART 262
Corequisites: None
This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 264	DIGITAL PHOTOGRAPHY I	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

ART 265	DIGITAL PHOTOGRAPHY II	1	4	0	3

Prerequisites: ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

ART 266	VIDEOGRAPHY I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
ART 267	VIDEOGRAPHY II	0	6	0	3

Prerequisites: ART 266
Corequisites: None
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 271	COMPUTER ART II	0	6	0	3

Prerequisites: ART 171
Corequisites: None
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 274	LETTERING DESIGN	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces a variety of lettering forms and covers the manual development of these forms using a variety of materials. Emphasis is placed on developing correct size, design, weight, and proportion in a variety of type styles. Upon completion, students should be able to demonstrate competence in the rendering of various lettering styles, and their application in effective graphic design. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 275	INTRO TO COMMERCIAL ART	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 281	SCULPTURE I	0	6	0	3

Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as

		Class	Lab	Clin/ WExp	Credit Hours

they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 282	SCULPTURE II	0	6	0	3

Prerequisites: ART 281
Corequisites: None
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 283	CERAMICS I	0	6	0	3

Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 284	CERAMICS II	0	6	0	3

Prerequisites: ART 283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 289	MUSEUM STUDY	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

AMERICAN SIGN LANGUAGE

ASL 111 ELEMENTARY ASL I 3 0 0 3
Prerequisites: None
Corequisites: None
Local Coreq: ASL 181
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 112 ELEMENTARY ASL II 3 0 0 3
Prerequisites: ASL 111
Corequisites: None
Local Coreq: ASL 182
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 181 ASL LAB 1 0 2 0 1
Prerequisites: None
Corequisites: None
Local Coreq: ASL 111
This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ASL 182 ASL LAB 2 0 2 0 1
Prerequisites: ASL 181
Corequisites: None
Local coreq: ASL 112
This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of

		Class	Lab	Clin/ WExp	Credit Hours

basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ASTRONOMY

AST 111	DESCRIPTIVE ASTRONOMY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
Local Coreq: AST 111A
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

AST 111A	DESCRIPTIVE ASTRONOMY LAB	0	2	0	1

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

AST 251	OBSERVATIONAL ASTRONOMY	1	3	0	2

Prerequisites: AST 111 or AST 152
Corequisites: None
This course covers the operation of the telescope and related observatory equipment. Emphasis is placed on the use of the telescope and related observatory equipment, including techniques of data collection, measurements, and data analysis. Upon completion, students should be able to set up a telescope and use the coordinate system to locate objects, collect data, and make measurements with the telescope. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

AUTOMATION TRAINING

		Class	Lab	Clin/ WExp	Credit Hours
ATR 218	COMP INTG MANUFACTURING	2	3	0	3

Prerequisites: None
Local prereq; ELC 128
Corequisites: None
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.
There is a $11.25 lab fee for this course.

ATR 281	AUTOMATION ROBOTICS	3	2	0	4

Prerequisites: None
Corequisites: None
This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.
There is a $7.50 lab fee for this course.

AUTOMOTIVE

AUT 110	INTRO TO AUTO TECHNOLOGY	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 113	AUTOMOTIVE SERVICING 1	0	6	0	2

Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 116	ENGINE REPAIR	2	3	0	3

Prerequisites: None
Corequisites: None
Local coreq: AUT 116A
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A	ENGINE REPAIR LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 116
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 123	POWERTRAIN DIAGN & SERV	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

AUT 141	SUSPENSION & STEERING SYS	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A	SUSPENSION & STEERING LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 141

		Class	Lab	Clin/ WExp	Credit Hours

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151	BRAKE SYSTEMS	2	3	0	3

Prerequisites: None
Corequisites: None
Local coreq: AUT 151A
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A	BRAKES SYSTEMS LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 151
Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161	BASIC AUTO ELECTRICITY	4	3	0	5

Prerequisites: None
Corequisites: None
Local prereq: MAT 060 or equivalent and ENG 075 or equivalent.
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 163	ADV AUTO ELECTRICITY	2	3	0	3

Prerequisites: AUT 161
Corequisites: None
Local coreq: AUT 163A
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 163A	ADV AUTO ELECTRICITY LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 163
Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171	AUTO CLIMATE CONTROL	2	4	0	4

Prerequisites: None
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181	ENGINE PERFORMANCE 1	2	3	0	3

Prerequisites: None
Local Prereq: AUT 163
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A	ENGINE PERFORMANCE 1 LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 181
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183	ENGINE PERFORMANCE 2	2	6	0	4

Prerequisites: AUT 181

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 186	PC SKILLS FOR AUTO TECHS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive service industry. Topics include service information systems, management systems, computer-based systems, and PC based diagnostic equipment. Upon completion, students should be able to access information pertaining to automotive technology and perform word processing.

AUT 213	AUTOMOTIVE SERVICING 2	1	3	0	2

Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221	AUTO TRANSM/TRANSAXLES	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A	AUTO TRANSM/TRANSAX LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 221
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 231	MAN TRANS/AXLES/DRTRAINS	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A	MAN TRANS/AX/DRTRAINS LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 231
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281	ADV ENGINE PERFORMANCE	2	2	0	3

Prerequisites: None
Local Prereq: AUT 181
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

AUT 283	ADV AUTO ELECTRONICS	2	2	0	3

Prerequisites: AUT 161
Local prereq: AUT 163
Corequisites: None
This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators.

AUT 285	INTRO TO ALTERNATIVE FUELS	2	2	0	3

Prerequisites: None
Corequisites: None
This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel

		Class	Lab	Clin/ WExp	Credit Hours

vehicles, explain how each alternative fuel delivery system works, and make minor repairs.

BIOLOGY

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

Enrollment in any biology course more than two times requires the written permission of the Science Department chair.

For all biology courses, local prerequisites and local corequisites take precedent over state pre and co requisites.

BIO 094 CONCEPTS OF HUMAN BIOLOGY 3 2 0 4
Prerequisite: None
Local Prereq: ENG 095 or ENG 111 or appropriate placement test score
Corequisite: ENG 095 or RED 090
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.
There is an $7.50 lab fee for this course.

BIO 110 PRINCIPLES OF BIOLOGY 3 3 0 4
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*
There is an $11.25 lab fee for this course.

BIO 111 GENERAL BIOLOGY I 3 3 0 4
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular

		Class	Lab	Clin/ WExp	Credit Hours

and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.* (Only offered Fall and Spring semesters)
There is an $11.25 lab fee for this course.

BIO 112 GENERAL BIOLOGY II 3 3 0 4
Prerequisite: BIO 111
Corequisite: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organism and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.* (Only offered Spring and Summer semesters)
There is an $11.25 lab fee for this course.

BIO 120 INTRODUCTORY BOTANY 3 3 0 4
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is an $11.25 lab fee for this course.

BIO 130 INTRODUCTORY ZOOLOGY 3 3 0 4
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement.*
There is an $11.25 lab fee for this course.

BIO 140 ENVIRONMENTAL BIOLOGY 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. This course is also available through the Virtual Learning Community (VLC.) At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

BIO 140A	ENVIRONMENTAL BIOLOGY LAB	0	3	0	1

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*
There is an $11.25 lab fee for this course.

BIO 155	NUTRITION	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 or ENG 111 and MAT 070, MAT 080, MAT 090, MAT 095, MAT 110, MAT 115, or MAT 161 or appropriate placement test score and BIO 110, BIO 111, BIO 163 OR BIO 168 with a grade of C or better.
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 161	INTRODUCTION TO HUMAN BIOLOGY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or ENG 111 or appropriate placement test score

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology. (Only offered Fall and Spring semesters)

BIO 163 BASIC ANATOMY AND PHYSIOLOGY 4 2 0 5
Prerequisites: None
Local Prereq: Placement into ENG 111 and MAT 080 or BIO 094 and ENG 095 and MAT 070.
Corequisite: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

BIO 168 ANATOMY AND PHYSIOLOGY I 3 3 0 4
Prerequisites: None
Local Prereq: Placement into ENG 111 and MAT 080 or BIO 094 and ENG 095 and MAT 070.
Corequisite: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (Only offered Fall and Spring semesters)
There is an $11.25 lab fee for this course.

BIO 169 ANATOMY AND PHYSIOLOGY II 3 3 0 4
Prerequisite: BIO 168
Local Prereq: BIO 168 with a grade of "C" or better
Corequisite: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (Only offered Spring and Summer semesters)
There is an $11.25 lab fee for this course.

BIO 175 GENERAL MICROBIOLOGY 2 2 0 3
Prerequisite: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Local Prereq: BIO 110 with a grade of C or better, or BIO 163 with a grade of C or better, BIO 166 with a grade of C or better or BIO 169 with a grade of C or better
Corequisite: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.* (Only offered Fall and Summer semesters)
There is a $7.50 lab fee for this course.

BIO 271 PATHOPHYSIOLOGY 3 0 0 3

Prerequisites: BIO 163, BIO 166, or BIO 169
Local Prereq: BIO 163 with a grade of C or better, or BIO 166 with a grade of C or better, or BIO 169 with a grade of C or better
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (Only offered Fall semester)

BIO 275 MICROBIOLOGY 3 3 0 4
Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

BIOPROCESS MANUFACTURING TECHNOLOGY

BPM 110	BIOPROCESS PRACTICES	3	4	0	5

Prerequisites: None
Corequisites: None
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity. *This course is also available through the Virtual Learning Community (VLC).*

BLUEPRINT READING

BPR 111	BLUEPRINT READING	1	2	0	2

Prerequisite: None
Corequisite: None
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. There is a $7.50 lab fee for this course.

BPR 121	BLUEPRINT READING: MECHANICAL	1	2	0	2

Prerequisite: BPR 111 or MAC 131
Corequisite: None
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130	BLUEPRINT READING/ CONSTRUCTION	1	2	0	2

Prerequisite: None
Corequisite: None
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BIOTECHNOLOGY

BTC 181	BASIC LAB TECHNIQUES	3	3	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: MAT 070
Corequisites: None
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.
There is a $11.25 lab fee for this course.

BTC 250 PRINCIPLES OF GENETICS 3 0 0 3
Prerequisites: BIO 111
Corequisites: None
This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, and regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

BTC 270 RECOMBINANT DNA TECH 3 3 0 4
Prerequisites: BTC 250 or BIO 250 and BTC 181
Corequisites: None
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.
There is a $11.25 lab fee for this course.

BTC 275 INDUSTRIAL MICROBIOLOGY 3 3 0 4
Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the various groups of microorganisms, structure, physiology, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of bioburden in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring.
There is a $11.25 lab fee for this course.

BTC 281 BIOPROCESS TECHNIQUES 2 6 0 4
Prerequisites: BTC 181

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.
There is a $22.50 lab fee for this course.

BTC 285	CELL CULTURE	2	3	0	3

Prerequisites: BIO 175 or BIO 275
Corequisites: None
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.
There is a $11.25 lab fee for this course.

BTC 286	IMMUNOLOGICAL TECHNIQUES	3	3	0	4

Prerequisites: BTC 285
Corequisites: None
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.
There is a $11.25 lab fee for this course.

BTC 288	BIOTECH LAB EXPERIENCE	0	6	0	2

Prerequisites: BIO 250 or BTC 270 and BTC 281, BTC 285 or BTC 286
Corequisites: None
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.
There is a $22.50 lab fee for this course.

BUSINESS

BUS 110	INTRODUCTION TO BUSINESS	3	0	0	3

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115	BUSINESS LAW I	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 121	BUSINESS MATH	2	2	0	3

Prerequisite: None
Local Prereq: MAT 070
Corequisite: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135	PRINCIPLES OF SUPERVISION	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC)*

BUS 137	PRINCIPLES OF MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
BUS 139	ENTREPRENEURSHIP I	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 151	PEOPLE SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153	HUMAN RESOURCE MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217	EMPLOYMENT LAW AND REGULATIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. *This course is also available through the Virtual Learning Community (VLC).*

BUS 225	BUSINESS FINANCE	2	2	0	3

Prerequisite: ACC 120
Corequisite: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and

		Class	Lab	Clin/ WExp	Credit Hours

return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 SMALL BUSINESS MANAGEMENT 3 0 0 3
Prerequisite: None
Local Prereq: ACC 120, BUS 110, ECO 251, MKT 120
Corequisite: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. . *This course is also available through the Virtual Learning Community (VLC).*

BUS 234 TRAINING AND DEVELOPMENT 3 0 0 3
Prerequisite: None
Corequisite: None
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. *This course is also available through the Virtual Learning Community (VLC).*

BUS 235 PERFORMANCE MANAGEMENT 3 0 0 3
Prerequisites: None
Corequisites: None
This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

BUS 238 INTEGRATED MANAGEMENT 3 0 0 3
Prerequisite: BUS 137
Local Prereq: BUS 110 and ACC 120
Corequisite: None
This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

BUS 240 BUSINESS ETHICS 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 245	ENTREPRENEURSHIP II	3	0	0	3

Prerequisites: BUS 139
Corequisites: None
This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

BUS 252	LABOR RELATIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. *This course is also available through the Virtual Learning Community (VLC).*

BUS 256	RECRUITMENT, SELECTION, AND PERSONNEL PLANNING	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 258	COMPENSATION AND BENEFITS	3	0	0	3

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 259	HRM APPLICATIONS	3	0	0	3

Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258
Corequisite: None
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 260	BUSINESS COMMUNICATION	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. *This course is also available through the Virtual Learning Community (VLC).*

CARPENTRY

CAR 110	INTRODUCTION TO CARPENTRY	2	0	0	2

Prerequisite: None
Corequisite: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	CARPENTRY I	3	15	0	8

Prerequisite: None
Corequisite: None
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations,

		Class	Lab	Clin/ WExp	Credit Hours

construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	CARPENTRY II	3	15	0	8

Prerequisite: CAR 111
Corequisite: None
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113	CARPENTRY III	3	9	0	6

Prerequisite: CAR 111
Corequisite: None
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

COMPUTED TOMOGRAPHY

CAT 210	CT PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography. (Only offered Fall semester)

CAT 211	CT PROCEDURES	4	0	0	4

Prerequisite: None
Corequisite: CAT 210
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography. (Only offered Fall semester)

CAT 231	CT CLINICAL PRACTICUM	0	0	33	11

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
Local Prereq: Enrollment in CT/MRI program
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment. (Only offered Fall semester)

CAT 261	CT EXAM PREP	1	0	0	1

Prerequisites: None
Corequisites: None
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.

COMPUTER ENGINEERING TECHNOLOGY

CET 111	COMPUTER UPGRADE/REPAIR I	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.
There is a $11.25 lab fee for this course.

CET 211	COMPUTER UPGRADE/REPAIR II	2	3	0	3

Prerequisites: None
Local prereq: CET 111 or CTS 120
Corequisites: None
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CHEMISTRY

		Class	Lab	Clin/ WExp	Credit Hours

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

Enrollment in any chemistry course more than two times requires the written permission of the Science Department chair.

For all chemistry courses local prerequisites and local corequisites take precedent over state pre and co requisites.

CHM 094 BASIC BIOLOGICAL CHEMISTRY 3 2 0 4
Prerequisite: MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Local Prereq: ENG 095 or ENG 111 and MAT 070, MAT 080, MAT 090, MAT 095, MAT 110, MAT 115, or MAT 161 or appropriate placement test score
Corequisites: MAT 070
This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.
There is a $7.50 lab fee for this course.

CHM 131 INTRODUCTION TO CHEMISTRY 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or ENG 111 and MAT 070, MAT 080, MAT 090, MAT 095, or MAT 161 or appropriate placement test score
Corequisite: None
Local Coreq: CHM 131A
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics. At PCC, emphasis is placed on applications to health and environmental issues.*

CHM 131A INTRODUCTION TO CHEMISTRY LAB 0 3 0 1
Prerequisite: None
Local Prereq: ENG 095 or ENG 111 and MAT 070, MAT 080, MAT 090, MAT 095, or MAT 161 or appropriate placement test scores
Corequisite: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical

		Class	Lab	Clin/ WExp	Credit Hours

principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*
There is an $11.25 lab fee for this course.

CHM 132 ORGANIC AND BIOCHEMISTRY 3 3 0 4
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC). At PCC, emphasis is placed on applications to health and environmental issues.* (Only offered Spring and Summer semesters)
There is an $11.25 lab fee for this course.

CHM 151 GENERAL CHEMISTRY I 3 3 0 4
Prerequisite: None
Local Prereq: ENG 095 or ENG 111 and MAT 070, MAT 080, MAT 090, MAT 095, or MAT 161 or appropriate placement test scores
Corequisite: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the chemistry pre-major agreement.* (Only offered Fall and Spring semesters)
There is an $11.25 lab fee for this course

CHM 152 GENERAL CHEMISTRY II 3 3 0 4
Prerequisite: CHM 151
Corequisite: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive*

		Class	Lab	Clin/ WExp	Credit Hours

Articulation Agreement general education core requirement in natural sciences/ mathematics and has been approved for the chemistry pre-major agreement.
There is an $11.25 lab fee for this course. (Only offered Spring and Summer semesters)

INFORMATION SYSTEMS

CIS 110	INTRODUCTION TO COMPUTERS	2	2	0	3

Prerequisite: None
Corequisite: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*. At PCC, classes may be taught nontraditionally through telecourse distance learning or the Internet; word processing, spreadsheets, database and the Internet will be taught.
There is a $7.50 lab fee for this course.

CIS 111	BASIC PC LITERACY	1	2	0	2

Prerequisites: None
Corequisites: None
This course provides an overview of computer concepts for those who have not received credit for CIS 110. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

CIS 115	INTRO TO PROG & LOGIC	2	3	0	3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the*

		Class	Lab	Clin/ WExp	Credit Hours

Virtual Learning Community (VLC). At PCC, this course is available through traditional classroom/lab instruction or on the Internet.
There is a $7.50 lab fee for this course.

CRIMINAL JUSTICE

CJC 100	BASIC LAW ENFORCEMENT TRN	9	30	0	19

Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111	INTRO TO CRIMINAL JUSTICE	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

CJC 112	CRIMINOLOGY	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113	JUVENILE JUSTICE	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and

		Class	Lab	Clin/ WExp	Credit Hours

jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course is also available through the Virtual Learning Community (VLC).*

CJC 114	INVESTIGATIVE PHOTOGRAPHY	1	2	0	2

Prerequisite: None
Corequisite: None
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 116	INTRODUCTION TO INFORMATION SECURITY	3	0	0	3

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

CJC 120	INTERVIEWS/INTERROGATIONS	1	2	0	2

Prerequisite: None
Corequisite: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121	LAW ENFORCEMENT OPERATIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

CJC 122	COMMUNITY POLICING	3	0	0	3

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131	CRIMINAL LAW	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	COURT PROCEDURE AND EVIDENCE	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. *This course is also available through the Virtual Learning Community (VLC).*

CJC 141	CORRECTIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

CJC 211	COUNSELING	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping

		Class	Lab	Clin/ WExp	Credit Hours

relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	ETHICS AND COMMUNITY RELATIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course is also available through the Virtual Learning Community (VLC).*

CJC 213	SUBSTANCE ABUSE	3	0	0	3

Prerequisite: None
Corequisite: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 215	ORGANIZATION AND ADMINISTRATION	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216	COMPUTER SYSTEM SECURITY INVESTIGATION	3	0	0	3

Prerequisites: CJC 116
Corequisites: None
This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. *This course is a unique concentration*

		Class	Lab	Clin/ WExp	Credit Hours

requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 217	NETWORK SECURITY TROUBLESHOOTING	3	0	0	3

Prerequisites: CJC 216
Corequisites: None
This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

CJC 221	INVESTIGATIVE PRINCIPLES	3	2	0	4

Prerequisite: None
Corequisite: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. *This course is also available through the Virtual Learning Community (VLC).*

CJC 222	CRIMINALISTICS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223	ORGANIZED CRIME	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

		Class	Lab	Clin/ WExp	Credit Hours
CJC 231	CONSTITUTIONAL LAW	3	0	0	3

Prerequisite: None
Corequisite: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. *This course is also available through the Virtual Learning Community (VLC).*

CJC 233	CORRECTIONAL LAW	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241	COMMUNITY-BASED CORRECTIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 249	FORENSIC ACCOUNTING	2	2	0	3

Prerequisites: ACC 120
Corequisites: None
This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

COOPERATIVE EDUCATION

		Class	Lab	Clin/ WExp	Credit Hours
COE 111	CO-OP WORK EXPERIENCE I	0	0	10	1

Prerequisite: None
Corequisite: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department. *This course is also available through the Virtual Learning Community (VLC).*

COE 112	CO-OP WORK EXPERIENCE I	0	0	20	2

Prerequisite: None
Corequisite: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department.

COE 115	WORK EXPERIENCE SEMINAR I	1	0	0	1

Prerequisite: None
Corequisite: COE 111, COE 112, COE 113, or COE 114
At PCC, the course description is written by the individual departments.

COE 121	CO-OP WORK EXPERIENCE II	0	0	10	1

Prerequisite: None
Corequisite: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

COE 122	CO-OP WORK EXPERIENCE II	0	0	20	2

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

COE 125	WORK EXP SEMINAR II	1	0	0	1

Prerequisites: None
Corequisites: COE 121, COE 122, COE 123, or COE 124

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a seminar for preparation, discussion, and integration of the work experience of COE 121. Emphasis is placed on orientation to the college-approved work site, integrating classroom learning with related work experiences, and professional development. Upon completion, students will be able to: express an understanding of work site policies and procedures; identify developmental characteristics of the children in the classroom; describe developmentally appropriate practices in the early childhood setting; describe teamwork and collaboration necessary for effective early childhood practices; and integrate knowledge into professional work behaviors.

COE 131	CO-OP WORK EXPERIENCE III	0	0	10	1

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212	CO-OP WORK EXPERIENCE IV	0	0	20	2

Prerequisite: None
Corequisite: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATION

COM 110	INTRO TO COMMUNICATION	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 111	VOICE AND DICTION I	3	0	0	3

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

COM 120 INTRO INTERPERSONAL COM 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 140 INTRO INTERCULTURAL COM 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

COM 150 INTRO. TO MASS COMM. 3 0 0 3
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113 or ENG 114
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Emphasis is on the nature, history, functions , and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should have an awareness of the pervasive nature of the mass media and how the media operate in an advanced post-industrial society. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
COM 231	PUBLIC SPEAKING	3	0	0	3

Prerequisite: None
Corequisite: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

COSMETOLOGY

COS 111	COSMETOLOGY CONCEPTS I	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	SALON I	0	24	0	8

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	COSMETOLOGY CONCEPTS II	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	SALON II	0	24	0	8

Prerequisite: None
Local Prereq: ENG 075, MAT 050

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115	COSMETOLOGY CONCEPTS III	4	0	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	SALON III	0	12	0	4

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	COSMETOLOGY CONCEPTS IV	2	0	0	2

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	SALON IV	0	21	0	7

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 250	COMPUTERIZED SALON OPS	1	0	0	1

Prerequisite: None
Local Prereq: ENG 075, MAT 050
Corequisite: None
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COMPUTER SCIENCE

CSC 134	C++ PROGRAMMING	2	3	0	3

Prerequisite: None
Local Prereq: CIS 115
Corequisite: None
This course introduces computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. At PCC, this course may use a GUI interface. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*
There is an $11.25 lab fee for this course.

CSC 139	VISUAL BASIC PROGRAMMING	2	3	0	3

Prerequisite: None
Local Prereq: CIS 115
Corequisite: None
This course introduces computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

CSC 151	JAVA PROGRAMMING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 115
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*
There is an $11.25 lab fee for this course.

CSC 234	ADV C++ PROGRAMMING	2	3	0	3

Prerequisites: CSC 134
Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables; file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions. *At PCC, student will use GUI calls.*
There is an $11.25 lab fee for this course.

CSC 239	ADV VISUAL BASIC PROG	2	3	0	3

Prerequisites: CSC 139
Corequisites: None
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

CSC 251	ADV JAVA PROGRAMMING	2	3	0	3

Prerequisites: CSC 151
Corequisites: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
There is an $11.25 lab fee for this course.

CSC 289	PROGRAMMING PROJECT	1	4	0	3

Prerequisites: CTS 285

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

CONSTRUCTION

CST 131	OSHA/SAFETY/CERTIFICATION	2	2	0	3

Prerequisite: None
Corequisite: None
This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 211	CONSTRUCTION SURVEYING	2	3	0	3

Prerequisite: MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None
This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221	STATICS/STRUCTURES	3	3	0	4

Prerequisite: MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 and CST 112, ARC 112, or CAR 112
Corequisite: None
This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members. (Only offered Spring semester)

CST 241	PLANNING/ESTIMATING I	2	2	0	3

Prerequisite: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students

		Class	Lab	Clin/ WExp	Credit Hours

should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure. (Only offered Spring semester)
There is a $7.50 lab fee for this course.

COMPUTER INFORMATION TECHNOLOGY

CTS 120	HARDWARE/SOFTWARE SUPPORT	2	3	0	3

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.
There is a $11.25 lab fee for this course.

CTS 130	SPREADSHEET	2	2	0	3

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.
There is a $7.50 lab fee for this course.

CTS 155	TECH SUPPORT FUNCTIONS	2	2	0	3

Prerequisites: None
Corequisites: None
Local prereq: CTS 120
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.
There is a $7.50 lab fee for this course.

CTS 220	ADV HARD/SOFTWARE SUPPORT	2	3	0	3

Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis

		Class	Lab	Clin/ WExp	Credit Hours

is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.
There is a $11.25 lab fee for this course.

CTS 285	SYSTEMS ANALYSIS & DESIGN	3	0	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289	SYSTEM SUPPORT PROJECT	1	4	0	3

Prerequisites: CTS 285
Corequisites: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

CARDIOVASCULAR SONOGRAPHY

CVS 160	CVS CLINICAL EDUCATION I	0	0	15	5

Prerequisite: None
Corequisite: CVS 163
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 161	CVS CLINICAL EDUCATION II	0	0	24	8

Prerequisite: CVS 160
Corequisite: None
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 162	CVS CLINICAL EDUCATION III	0	0	15	5

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: CVS 161
Corequisite: None
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 163 ECHO I 3 2 0 4
Prerequisite: None
Corequisite: None
This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.
There is a $7.50 lab fee for this course.

CVS 164 ECHO II 3 2 0 4
Prerequisite: CVS 163
Corequisite: None
This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.
There is a $7.50 lab fee for this course.

CVS 277 CARDIOVASCULAR TOPICS 2 0 0 2
Prerequisites: CVS 163
Corequisites: None
This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 DATABASE CONCEPTS 2 3 0 3
Prerequisites: None
Local prereq: CIS 110, CIS 111, or OST 137
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
DBA 115	DATABASE APPLICATIONS	2	2	0	3

Prerequisites: DBA 110
Corequisites: None
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.
There is a $7.50 lab fee for this course

DRAFTING

DFT 119	BASIC CAD	1	2	0	2

Prerequisite: None
Corequisite: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151	CAD I	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.
There is a $11.25 lab fee for this course.

DFT 152	CAD II	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.
There is a $11.25 lab fee for this course.

DFT 170	ENGINEERING GRAPHICS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has*

		Class	Lab	Clin/ WExp	Credit Hours

been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MEDICAL DOSIMETRY

DOS 210 INTRODUCTION TO DOSIMETRY 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces the students to the roles, responsibilities, and ethical standards relating to the medical dosimetry practice, the oncology team, and professional organizations. Topics include the Health Insurance Portability and Accountability Act (HIPAA), coding, clinical trials, individual/organizational accrediting agencies and the inter-relationships of oncology professional organizations. Upon completion, students should be able to identify medical dosimetry practice standards including HIPAA legislation, billing, and various accrediting organizations. (Only offered Fall semester)

DOS 220 TREATMENT PLANNING I 2 2 0 3
Prerequisites: None
Corequisites: DOS 210
This course introduces the student to the fundamental concepts, tools, and techniques used in external beam radiation treatment planning. Topics include the use of medical imaging to identify and define target volumes, immobilization techniques, ICRU treatment planning terminology, and the use of beam modifiers. Upon completion, students should be able to understand the importance of imaging modalities, immobilization, ICRU terminology, and external beam treatment planning. (Only offered Fall semester)

DOS 221 TREATMENT PLANNING II 1 3 0 2
Prerequisites: DOS 210 and DOS 220
Corequisites: DOS 250 and DOS 243
This course is a continuation of DOS 220 and introduces the student to more complex treatment planning situations encountered in external beam planning. Topics include dose volume relationships, dose response for tumors and normal tissues, concepts 3-Dimensional planning, IMRT, IGRT, and issues relating to site-specific beam planning. Upon completion, students should be able to design treatment plans for all body systems using 3-D and IMRT computer planning. (Only offered Spring semester)

DOS 230 CLINICAL RESEARCH EXPER 0 6 0 2
Prerequisites: DOS 221, DOS 243, and DOS 250
Corequisites: DOS 260
This course is designed to provide self-directed experiential learning for the student under a research mentor. Topics include contemporary aspects of radiation oncology technical practice that impact treatment planning and delivery with emphasis placed on research methodology and presentation techniques. Upon completion, students should be

		Class	Lab	Clin/ WExp	Credit Hours

able to submit a completed written research project and a formal presentation to program faculty. (Only offered Summer semester)

DOS 240	CLINICAL EDUCATION I	0	0	24	8

Prerequisites: None
Corequisites: DOS 210 and DOS 220
This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice. Topics include introductory clinical rotations to areas associated with medical dosimetry practice including simulation, CT, medical physics, mold room, and treatment planning. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives. (Only offered Fall semester)

DOS 241	CLINICAL EDUCATION II	0	0	24	8

Prerequisites: DOS 240
Corequisites: DOS 221, DOS 243 and DOS 250
This course provides an experiential opportunity for the student to observe and participate in increasingly complicated procedures. Topics include clinical rotations for all aspects of external beam treatment planning, including more complicated procedures such as IMRT and IGRT. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives. (Only offered Spring semester)

DOS 242	CLINICAL EDUCATION III	0	0	15	5

Prerequisites: DOS 241
Corequisites: DOS 230 and DOS 260
This course provides an experiential opportunity for the student to observe and participate more autonomously in the clinical areas associated with medical dosimetry practice. Topics include clinical rotations for all aspects of treatment planning, dose verification, quality assurance and brachytherapy. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives. (Only offered Summer semester)

DOS 243	DOSIMETRY PHYSICS II	1	3	0	2

Prerequisites: DOS 210 and DOS 220
Corequisites: DOS 221 and DOS 250
This course is designed to relate medical physics theory to clinical tools and techniques used by the medical dosimetrist. Topics include design, operation, and QA of linear accelerators, CT scanners, treatment simulators, and treatment planning computer hardware and software. Upon completion, students should be able to explain the components and operation of a linear accelerator, CT scanner and simulator. (Only offered Spring semester)

DOS 250	DOSE CALCULATIONS	2	0	0	2

Prerequisites: DOS 210 and DOS 220
Corequisites: DOS 221 and DOS 243

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the student to the concepts, quantities, and methodologies to perform external beam dose calculations for a variety of clinical situations. Topics include dose calculation methodology, precision and consequences of error, and an overview of the various types of required dose calculations. Upon completion, students should be able to perform dose calculations for a variety of clinical situations. (Only offered Spring semester)

DOS 260 BRACHYTHERAPY PLANNING 2 3 0 3
Prerequisites: DOS 221, DOS 243, and DOS 250
Corequisites: DOS 230
This course is designed to present concepts and techniques for all types of brachytherapy (radioactive implant) procedures used in radiation oncology. Topics include a review of radioactivity and radioactive decay, characteristics of linear and point radioactive sources, implant systems, calculational methods, implant equipment, and localization. Upon completion, students should be able to distinguish among the various types and designs of implants, and calculate isodose distributions. (Only offered Summer semester)

DRAMA

DRA 111 THEATRE APPRECIATION 3 0 0 3
Prerequisite: None
Corequisite: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 112 LITERATURE OF THE THEATRE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education corerequirement in humanities/fine arts.*

DRA 122 ORAL INTERPRETATION 3 0 0 3
Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 124 READERS THEATRE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a theoretical and applied introduction to the medium of readers' theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers' theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

DRA 130 ACTING I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DRA 131 ACTING II 0 6 0 3
Prerequisites: DRA 130
Corequisites: None
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DRA 135 ACTING FOR THE CAMERA I 1 4 0 3
Prerequisites: None
Corequisites: None
This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

ECONOMICS

ECO 251 PRINCIPLES OF MICROECONOMICS 3 0 0 3
Prerequisite: None
Corequisite: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 PRINCIPLES OF MACROECONOMICS 3 0 0 3
Prerequisite: None
Corequisite: None
This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 119 INTRO TO EARLY CHILD EDUC 4 0 0 4
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities. *This course is also available through the Virtual Learning Community (VLC).*

EDU 131 CHILD, FAMILY, & COMMUNITY 3 0 0 3
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 144 CHILD DEVELOPMENT I 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 145 CHILD DEVELOPMENT II 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 146 CHILD GUIDANCE 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
EDU 151	CREATIVE ACTIVITIES	3	0	0	3

Prerequisites: None
Corequisites: None
Local coreq: EDU 151A
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 151A	CREATIVE ACTIVITIES LAB	0	2	0	1

Prerequisite: None
Corequisite: EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153	HEALTH, SAFETY, & NUTRITION	3	0	0	3

Prerequisites: None
Corequisites: None
Local coreq: EDU 153A
This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations. *This course is also available through the Virtual Learning Community (VLC).*

EDU 153A	HEALTH, SAFETY, & NUT LAB	0	2	0	1

Prerequisites: None
Corequisites: EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 216 (116)	FOUNDATIONS OF EDUCATION	3	2	0	4

(EDU 216 replaced EDU 116)

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

EDU 221 CHILDREN WITH EXCEPTIONAL 3 0 0 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None
This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and collaborate with families and professionals to plan, implement, and evaluate inclusion strategies. *This course is also available through the Virtual Learning Community (VLC).*

EDU 234 INFANTS, TODDLERS, AND TWOS 3 0 0 3
Prerequisite: None
Corequisite: None
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 SCHOOL-AGE DEV & PROGRAM 2 0 0 2
Prerequisites: None
Corequisites: None
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 251 EXPLORATION ACTIVITIES 3 0 0 3
Prerequisite: None
Corequisite: None
Local coreq: EDU 251A

		Class	Lab	Clin/ WExp	Credit Hours

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A EXPLORATION ACTIVITIES LAB 0 2 0 1
Prerequisite: None
Corequisite: EDU 251
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259 CURRICULUM PLANNING 3 0 0 3
Prerequisites: EDU 112 or EDU 113, or EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 EARLY CHILDHOOD ADMIN I 3 0 0 3
Prerequisite: None
Corequisite: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. *This course is also available through the Virtual Learning Community (VLC).*

EDU 262 EARLY CHILDHOOD ADMIN II 3 0 0 3
Prerequisite: EDU 261
Corequisite: None
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
EDU 271	EDUCATIONAL TECHNOLOGY	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280	LANGUAGE & LITERACY EXP.	3	0	0	3

Prerequisites: None
Corequisites: None
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

ENGINEERING

EGR 125	APPL SOFTWARE FOR TECH	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

EGR 220	ENGINEERING STATICS	3	0	0	3

Prerequisites: PHY 251
Corequisites: MAT 272
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
EGR 285	DESIGN PROJECT	0	4	0	2

Prerequisites: None
Corequisites: None
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELECTRICITY

ELC 111	INTRODUCTION TO ELECTRICITY	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.
There is a $7.50 lab fee for this course.

ELC 112	DC/AC ELECTRICITY	3	6	0	5

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.
There is a $22.50 lab fee for this course.

ELC 113	BASIC WIRING I	2	6	0	4

Prerequisite: None
Corequisite: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.
There is a $22.50 lab fee for this course.

ELC 114	BASIC WIRING II	2	6	0	4

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.
There is a $22.50 lab fee for this course.

ELC 115	INDUSTRIAL WIRING	2	6	0	4

Prerequisite: None
Corequisite: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
There is a $22.50 lab fee for this course.

ELC 117	MOTORS AND CONTROLS	2	6	0	4

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
There is a $22.50 lab fee for this course.

ELC 118	NATIONAL ELECTRICAL CODE	1	2	0	2

Prerequisite: None
Corequisite: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119	NEC CALCULATIONS	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.
There is a $7.50 lab fee for this course.

ELC 120	INTRO TO WIRING	2	2	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.
There is a $7.50 lab fee for this course.

ELC 125	DIAGRAMS AND SCHEMATICS	1	2	0	2

Prerequisite: None
Corequisite: None
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.
There is a $7.50 lab fee for this course.

ELC 128	INTRODUCTION TO PLC	2	3	0	3

Prerequisite: None
Corequisite: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).*
There is a $11.25 lab fee for this course.

ELC 131	DC/AC CIRCUIT ANALYSIS	4	3	0	5

Prerequisites: None
Local prereq: MAT 060
Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.
There is a $11.25 lab fee for this course.

ELC 138	DC CIRCUIT ANALYSIS	2	3	0	3

Prerequisites: None
Local prereq: MAT 070
Corequisites: None
This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation,

		Class	Lab	Clin/ WExp	Credit Hours

and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

ELC 139	AC CIRCUIT ANALYSIS	2	3	0	3

Prerequisites: None
Local prereq: MAT 070
Corequisites: None
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

ELC 213	INSTRUMENTATION	3	2	0	4

Prerequisites: None
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.
There is a $7.50 lab fee for this course.

ELC 228	PLC APPLICATIONS	2	6	0	4

Prerequisites: None
Corequisites: None
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.
There is a $22.50 lab fee for this course.

ELECTRONICS

ELN 131	SEMICONDUCTOR APPLICATIONS	3	3	0	4

Prerequisites: None
Local prereq: ELC 131 or ELC 112 or (ELC 138 & ELC 139)
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.
There is a $11.25 lab fee for this course.

ELN 132	LINEAR IC APPLICATIONS	3	3	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local prereq: ELC 131
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.
There is a $11.25 lab fee for this course.

ELN 133	DIGITAL ELECTRONICS	3	3	0	4

Prerequisite: None
Corequisite: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.
This course is also available through the Virtual Learning Community (VLC).
There is a $11.25 lab fee for this course.

ELN 229	INDUSTRIAL ELECTRONICS	3	3	0	4

Prerequisites: None
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.
There is a $11.25 lab fee for this course.

ELN 231	INDUSTRIAL CONTROLS	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232	INTRO TO MICROPROCESSORS	3	3	0	4

Prerequisites: None
Local prereq: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language

		Class	Lab	Clin/ WExp	Credit Hours

programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234	COMMUNICATION SYSTEMS	3	3	0	4

Prerequisites: None
Local prereq: ELN 132
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275	TROUBLESHOOTING	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

ENG 060	SPEAKING ENGLISH WELL	2	0	0	2

Prerequisites: None
Corequisites: None
This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to speak appropriately in a variety of situations. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 075	READING AND LANGUAGE ESSENTIALS	5	0	0	5

Prerequisite: None
Corequisite: None
Local Coreq: ENG 075A
This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course integrates ENG 070 and*

		Class	Lab	Clin/ WExp	Credit Hours

RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 075A	READING AND LANGUAGE ESSENTIALS LAB	0	2	0	1

Prerequisite: None
Corequisite: ENG 075
This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.
There is a $7.50 lab fee for this course.

ENG 085	READING AND WRITING FOUNDATIONS	5	0	0	5

Prerequisite: ENG 070 and RED 070 or ENG 075 *or appropriate placement test score*
Corequisite: None
Local coreq: ENG 085A
This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

ENG 085A	READING AND WRITING FOUNDATIONS LAB	0	2	0	1

Prerequisite: ENG 070 and RED 070 or ENG 075 *or appropriate placement test score*
Corequisite: ENG 085
This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.
There is a $7.50 lab fee for this course.

ENG 095	READING AND COMPOSITION STRATEGIES	5	0	0	5

Prerequisite: ENG 080 and RED 080 or ENG 085 *or appropriate placement test score*
Corequisite: None
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This*

		Class	Lab	Clin/ WExp	Credit Hours

course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.

ENG 095A	READING AND COMPOSITION STRATEGIES LAB	0	2	0	1

Prerequisite: ENG 080 and RED 080 or ENG 085 *or appropriate placement test score*
Corequisite: ENG 095
This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing. There is a $7.50 lab fee for this course.

ENG 102	APPLIED COMMUNICATIONS II	3	0	0	3

Prerequisite: None
Corequisite: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111	EXPOSITORY WRITING	3	0	0	3

Prerequisite: ENG 090 and RED 090 or ENG 095 *or appropriate placement test score*
Corequisite: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 112	ARGUMENT-BASED RESEARCH	3	0	0	3

Prerequisite: ENG 111
Corequisite: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This*

		Class	Lab	Clin/ WExp	Credit Hours

course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.

ENG 113 LITERATURE-BASED RESEARCH 3 0 0 3
Prerequisite: ENG 111
Corequisite: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 114 PROFESSIONAL RESEARCH AND REPORTING 3 0 0 3
Prerequisite: ENG 111
Corequisite: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 125 CREATIVE WRITING I 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 126 CREATIVE WRITING II 3 0 0 3
Prerequisites: ENG 125
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 131 INTRODUCTION TO LITERATURE 3 0 0 3
Prerequisite: ENG 111
Corequisite: ENG 112 or ENG 113 or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 231 AMERICAN LITERATURE I 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 232 AMERICAN LITERATURE II 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.*

ENG 233 MAJOR AMERICAN WRITERS 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

		Class	Lab	Clin/ WExp	Credit Hours

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 241 BRITISH LITERATURE I 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 242 BRITISH LITERATURE II 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.*

ENG 243 MAJOR BRITISH WRITERS 3 0 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 253 THE BIBLE AS LITERATURE 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identity and analyze selected books and passages using appropriate literary

		Class	Lab	Clin/ WExp	Credit Hours

conventions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 261	WORLD LITERATURE I	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 262	WORLD LITERATURE II	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 273	AFRICAN-AMERICAN LITERATURE	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

FRENCH

FRE 111	ELEMENTARY FRENCH I	3	0	0	3

Prerequisite None
Corequisite None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural

		Class	Lab	Clin/ WExp	Credit Hours

awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112	ELEMENTARY FRENCH II	3	0	0	3

Prerequisite FRE 111
Corequisites: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 161	CULTURAL IMMERSION	2	3	0	3

Prerequisite FRE 111
Corequisites None
This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement*

FRE 211	INTERMEDIATE FRENCH I	3	0	0	3

Prerequisites: FRE 112
Corequisites: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	INTERMEDIATE FRENCH II	3	0	0	3

Prerequisites: FRE 211
Corequisites: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours

GEOLOGY

GEL 120 PHYSICAL GEOLOGY 3 2 0 4
Prerequisites None
Corequisites: None
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

GEL 230 ENVIRONMENTAL GEOLOGY 3 2 0 4
Prerequisites: GEL 111, GEL 120 or PHS 130
Corequisites: None
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

GEOGRAPHY

GEO 110 INTRODUCTION TO GEOGRAPHY 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

GEO 111 WORLD REGIONAL GEOGRAPHY 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate Reading Placement Test score
Corequisite: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon

completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

GERMAN

GER 111 ELEMENTARY GERMAN I 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112 ELEMENTARY GERMAN II 3 0 0 3
Prerequisites: GER 111
Corequisites: None
This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GRAPHIC DESIGN

GRD 110 TYPOGRAPHY I 2 2 0 3
Prerequisite: None
Corequisite: None
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.
There is a $7.50 lab fee for this course.

GRD 111 TYPOGRAPHY II 2 2 0 3
Prerequisites: GRD 110

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.
There is a $7.50 lab fee for this course.

GRD 121	DRAWING FUNDAMENTALS I	1	3	0	2

Prerequisites: None
Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 122	DRAWING FUNDAMENTALS II	1	3	0	2

Prerequisites: GRD 121
Corequisites: None
This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

GRD 131	ILLUSTRATION I	1	3	0	2

Prerequisite: ART 131 or DES 125, or GRD 121
Corequisite: None
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.
There is a $11.25 lab fee for this course.

GRD 141	GRAPHIC DESIGN I	2	4	0	4

Prerequisite: None
Corequisite: None
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.
There is a $15.00 lab fee for this course.

GRD 142	GRAPHIC DESIGN II	2	4	0	4

Prerequisite: ART 121 or DES 135, or GRD 141
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.
There is a $15.00 lab fee for this course.

GRD 151	COMPUTER DESIGN BASICS	1	4	0	3

Prerequisite: None
Corequisite: None
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.
There is a $15.00 lab fee for this course.

GRD 152	COMPUTER DESIGN TECHNIQUES I	1	4	0	3

Prerequisite: GRD 151
Corequisite: None
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.
There is a $15.00 lab fee for this course.

GRD 156	COMPUTER DESIGN APPS I	0	3	0	1

Prerequisites: None
Corequisites: GRD 151
This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing various computer applications to create and develop simple graphic designs. Upon completion, students should be able to use the computer as a creative tool.
There is a $15.00 lab fee for this course.

GRD 160	PHOTOGRAPHY FUNDAMENTALS I	1	4	0	3

Prerequisite: None
Corequisite: None
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.
There is a $15.00 lab fee for this course.

GRD 161	PHOTO FUNDAMENTALS II	1	4	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: GRD 160
Corequisites: None
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.
There is a $15.00 lab fee for this course.

GRD 241 GRAPHIC DESIGN III 2 4 0 4
Prerequisite: DES 136 or GRD 142
Corequisite: None
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.
There is a $15.00 lab fee for this course.

GRD 242 GRAPHIC DESIGN IV 2 4 0 4
Prerequisite: GRD 241
Corequisite: None
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.
There is a $15.00 lab fee for this course.

GRD 265 DIGITAL PRINT PRODUCTION 1 4 0 3
Prerequisites: GRD 151 or GRA 151
Corequisites: None

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.
There is a $15.00 lab fee for this course.

GRD 271 MULTIMEDIA DESIGN I 1 3 0 2
Prerequisites: GRD 151 or GRA 151
Corequisites: None
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
GRD 272	MULTIMEDIA DESIGN II	1	3	0	2

Prerequisites: GRD 271
Corequisites: None
This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.
There is a $11.25 lab fee for this course.

GRD 280	PORTFOLIO DESIGN	2	4	0	4

Prerequisites: GRA 152 or GRD 142 and GRD 152
Local Prereq: GRD 151 and GRD 242
Corequisite: None
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.
There is a $15.00 lab fee for this course.

GERONTOLOGY

GRO 120	GERONTOLOGY	3	0	0	3

Prerequisite: PSY 150
Local prereq: Permission of instructor
Corequisite: None
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTH

HEA 110	PERSONAL HEALTH/WELLNESS	3	0	0	3

Prerequisite: None
Corequisite: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to*

		Class	Lab	Clin/ WExp	Credit Hours

satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HISTORY

HIS 111	WORLD CIVILIZATIONS I	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112	WORLD CIVILIZATIONS II	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115	INTRODUCTION TO GLOBAL HISTORY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

HIS 121	WESTERN CIVILIZATION I	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and

		Class	Lab	Clin/ WExp	Credit Hours

the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 WESTERN CIVILIZATION II 3 0 0 3
Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 AMERICAN HISTORY I 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 AMERICAN HISTORY II 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 145 THE SECOND WORLD WAR 3 0 0 3
Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 162	WOMEN AND HISTORY	3	0	0	3

Prerequisites: None
Local Prereq: ENG 095 or appropriate test score
Corequisites: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 221	AFRICAN-AMERICAN HISTORY	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEALTH INFORMATION TECHNOLOGY
Students must make "C" or better in each HIT course to progress in curriculum.

HIT 110	FUNDAMENTALS OF HIM	2	0	0	2

Prerequisites: None
Local prereq: BIO 094 and MAT 070 and ENG 095 or placement in ENG 111 and MAT 080.
Corequisites: None
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 112	HEALTH LAW AND ETHICS	3	0	0	3

Prerequisites: None
Local prereq: Acceptance in HIT program
Corequisites: None
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.
This course is also available through the Virtual Learning Community (VLC).

HIT 114	HEALTH DATA SYS/STANDARDS	2	3	0	3

Prerequisites: None
Local prereq: Acceptance in HIT program
Corequisites: None
This course covers basic concepts and techniques for managing and maintaining health data systems. Topics include structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.
There is a $11.25 lab fee for this course.

HIT 122	PROF PRACTICE EXP I	0	0	3	1

Prerequisites: None
Local Prereq: Acceptance in HIT program
Corequisites: None
Local Coreq: HIT 110
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 124	PROF PRACTICE EXP II	1	0	3	2

Prerequisites: None
Local prereq Acceptance in HIT program. HIT 214
Corequisites: None
Local coreq HIT 215
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 210	HEALTHCARE STATISTICS	2	2	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: MAT 110 or MAT 115 or MAT 140
Local Prereq: Acceptance in HIT program. MAT 110 or MAT 115 or MAT 140, HIT 114
Corequisites: None
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.
There is a $7.50 lab fee for this course.

HIT 212 ICD-9-CM CODING 3 3 0 4
Prerequisites: None
Local Prereq: Acceptance in HIT program. HIT 110, HIT 114, BIO 168, MED 121, MED 122
Corequisites: None
Local Coreq: BIO 169 and HIT 226
This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.
There is a $11.25 lab fee for this course.

HIT 214 CPT/OTHER CODING SYSTEMS 1 3 0 2
Prerequisites: HIT 212
Local Prereq: Acceptance in HIT program. BIO 169, HIT 212, HIT 226
Corequisites: None
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.
There is a $11.25 lab fee for this course.

HIT 215 REIMBURSEMENT METHODOLOGY 1 3 0 2
Prerequisites: None
Local prereq: Acceptance in HIT program.
Corequisites: None
Local coreq: HIT 214
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance,

		Class	Lab	Clin/ WExp	Credit Hours

regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.
There is a $11.25 lab fee for this course.

HIT 216	QUALITY MANAGEMENT	1	3	0	2

Prerequisites: HIT 114
Local Prereq: Acceptance in HIT program. HIT 114
Corequisites: None
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.
There is a $11.25 lab fee for this course.

HIT 218	MGMT PRINCIPLES IN HIT	3	0	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program. HIT 112, HIT 210, HIT 216, HIT 220
Corequisites: None
Local Coreq: HIT 280
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220	COMPUTERS IN HEALTHCARE	1	2	0	2

Prerequisites: HIT 114 and CIS 110 or CIS 111
Local Prereq: Acceptance in HIT program. HIT 114 and CIS 110
Corequisites: None
This course covers electronic health information systems and their design, implementation, and application. Topics include voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.
There is a $7.50 lab fee for this course.

HIT 222	PROF PRACTICE EXP III	0	0	6	2

Prerequisites: None
Local Prereq: Acceptance in HIT program. HIT 110, HIT 112, HIT 114, HIT 122

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
Local Coreq: HIT 212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 224	PROF PRACTICE EXP IV	1	0	6	3

Prerequisites: None
Local Prereq: Acceptance in HIT program. HIT 210, HIT 212, HIT 216, HIT 220, HIT 222
Corequisites: None
Local Coreq: HIT 214
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 226	PRINCIPLES OF DISEASE	3	0	0	3

Prerequisites: BIO 166 or BIO 169
Local prereq: Acceptance in HIT program
Corequisites: None
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280	PROFESSIONAL ISSUES	2	0	0	2

Prerequisites: HIT 212
Local Prereq: To be taken in final semester of student's enrollment in HIT program.
Corequisites: None
Local Coreq: HIT 218
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HEALTHCARE MANAGEMENT

HMT 110	INTRODUCTION TO HEALTHCARE MANAGEMENT	3	0	0	3

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210	MEDICAL INSURANCE	3	0	0	3

Prerequisite: MED 122 or OST 142
Local prereq: HMT 212
Corequisite: None
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms. (Only offered Fall semester)

HMT 211	LONG-TERM CARE ADMINISTRATION	3	0	0	3

Prerequisite: HMT 110
Corequisite: None
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

HMT 212	MGT OF HEALTHCARE ORG	3	0	0	3

Prerequisites: HMT 110
Corequisites: None
This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HMT 220	HEALTHCARE FINANCIAL MGMT	4	0	0	4

Prerequisites: HMT 110 and ACC 121
Local prereq: HMT 210
Corequisite: None
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment. (Only offered Spring semester)

HMT 225	PRACTICE MGMT STIMULATION	2	2	0	3

Prerequisites: HMT 210

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: HMT 220
This course introduces medical systems used to process and analyze information in the automated office. Emphasis is placed on daily processing of patient services, management reporting used to monitor productivity and interactive database reporting and analysis. Upon completion, students should be able to process daily services, generate and interpret management reports and utilize key indicators for monitoring practice productivity. (Only offered Spring semester)
There is a $7.50 lab fee for this course.

HEALTH SCIENCES

HSC 110	ORIENTATION TO HEALTH CAREERS	1	0	0	1

Prerequisite: None
Corequisite: None
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120	CPR	0	2	0	1

Prerequisite: None
Corequisite: None
This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.
There is a $7.50 lab fee for this course.

HSC 130	LIFESTYLES TRAINER	1	4	0	3

Prerequisite: None
Corequisite: None
This course covers the skills necessary to become a health lifestyles trainer. Emphasis is placed on the utilization of service learning as a way of changing students' health-related behaviors. Upon completion, students should be able to teach healthier lifestyles to others.
There is a $15.00 lab fee for this course.

HUMAN SERVICES

HSE 110	INRODUCTION TO HUMAN SERVICES	2	2	0	3

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, and disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112	GROUP PROCESS I	1	2	0	2

Prerequisite: None
Corequisite: None
Local Prereq: Enrollment in the HSE program or permission of instructor
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 115	HEALTH CARE CONCEPTS	3	2	0	4

Prerequisites: None
Corequisites: None
This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.

HSE 123	INTERVIEWING TECHNIQUES	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisite: None
Local Coreq: ENG 114
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	COUNSELING	2	2	0	3

Prerequisite: None
Corequisite: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

		Class	Lab	Clin/ WExp	Credit Hours
HSE 130	CHANGE AGENTRY LAB I	0	2	0	1

Prerequisites: HSE 112
Corequisites: None
This course provides a supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 135	ORIENTATION LAB I	0	2	0	1

Prerequisite: None
Local Prereq: Enrollment in the HSE program
Corequisite: None
This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and non-verbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.

HSE 160	HSE CLINICAL SUPERVISION I	1	0	0	1

Prerequisite: None
Local Prereq: Permission of instructor; Enrollment in HSE program, GPA 2.00
Corequisite: HSE 161 or HSE 162 or HSE 163 or HSE 164
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 163	HSE CLINICAL EXPERIENCE I	0	0	9	3

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 160
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210	HUMAN SERVICES ISSUES	2	0	0	2

Prerequisite: None
Corequisite: None
Local Prereq: Successful completion of 12 SHC in the HSE program
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and

		Class	Lab	Clin/ WExp	Credit Hours

experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 212	GROUP PROCESS II	1	2	0	2

Prerequisites: HSE 112
Local prereq: Permission of instructor
Corequisite: None
This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

HSE 215	HEALTH CARE	3	2	3	5

Prerequisite: None
Local Prereq: Enrollment in the HSE program, BIO 161
Corequisite: None
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

HSE 225	CRISIS INTERVENTION	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 230	CHANGE AGENTRY LAB II	0	2	0	1

Prerequisites: HSE 112
Local prereq: Permission of instructor
Corequisite: None
This course provides a second supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 235	ORIENTATION LAB II	0	2	0	1

Prerequisite: HSE 135
Local prereq: Enrollment in the HSE program
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of HSE 135. Emphasis is placed on enhancing professional identify with the field of human services and strengthening team-building skills. Upon completion, students should be able to continue personal awareness of values, lifestyles, career plans, and decisions that have an impact on human services professionals.

HSE 251	ACTIVITIES THERAPY	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.

HSE 255	HEALTH PROB & PREVENT	2	2	0	3

Prerequisites: None
Corequisites: None
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HSE 260	HSE CLINICAL SUPERVISION II	1	0	0	1

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 261, HSE 262, HSE 263 or HSE 264
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 264	HSE CLINICAL EXPERIENCE II	0	0	12	4

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 260
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 270	HSE CLINICAL SUPERVISION III	1	0	0	1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 271, HSE 272, HSE 273, or HSE 274
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 272	HSE CLINICAL EXPERIENCE III	0	0	6	2

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 270
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HEALTH UNIT COORDINATOR

HUC 101	HUC THEORY & PRACTICE	8	8	0	12

Prerequisites: None
Corequisites: None
This course introduces a variety of clerical duties within a hospital setting. Emphasis is placed on clerical, computer, and receptionist duties for the nursing units; maintenance of consistent patient medical records; and inter/intradepartmental communication. Upon completion, students should be able to perform patient and unit support services in a patient care environment.

HUMANITIES

HUM 110	TECHNOLOGY AND SOCIETY	3	0	0	3

Prerequisite: None
Corequisite: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement*

		Class	Lab	Clin/ WExp	Credit Hours

in humanities/fine art. This course is also available through the Virtual Learning Community (VLC).

HUM 115 CRITICAL THINKING 3 0 0 3
Prerequisites: ENG 095 or RED 090 and ENG 090
Local Prereq: ENG 111
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).*

HUM 120 CULTURAL STUDIES 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130 MYTH IN HUMAN CULTURE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 140 HISTORY OF ARCHITECTURE 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. *This course has been*

		Class	Lab	Clin/ WExp	Credit Hours

approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 160	INTRODUCTION TO FILM	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

HUM 180	INTERNAT CULTURAL EXPLOR	2	3	0	3

Prerequisites: None
Local prereq: Permission of instructor
Corequisites: None
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course is offered only for students participating in a PCC Abroad study-travel program. The lab fee for this course is based on the total cost of the study-travel experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HUM 211	HUMANITIES I	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HYDRAULICS

HYD 110	HYDRAULICS/PNEUMATICS I	2	3	0	3

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INTERNATIONAL BUSINESS

INT 110	INTERNATIONAL BUSINESS	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. *This course is also available through the Virtual Learning Community.*

INT 210	INTERNATIONAL TRADE	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INT 220	INTERNATIONAL ECONOMICS	3	0	0	3

Prerequisites: ECO 151 or ECO 251 or ECO 252
Corequisites: None
This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INT 230	INTERNATIONAL LAW	3	0	0	3

Prerequisites: BUS 115
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions. *This course is a unique concentration requirement of the International Business concentration in the Business Administration program.*

INDUSTRIAL SCIENCE

ISC 110	WORKPLACE SAFETY	1	0	0	1

Prerequisites: None
Corequisites: None
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. *This course is also available through the Virtual Learning Community (VLC).*

ISC 112	INDUSTRIAL SAFETY	2	0	0	2

Prerequisite: None
Corequisite: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. *This course is also available through the Virtual Learning Community (VLC).*

ISC 115	CONSTRUCTION SAFETY	2	0	0	2

Prerequisite: None
Corequisite: None
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 132	MANUFACTURING QUALITY CONTROL	2	3	0	3

Prerequisite: None
Corequisite: None
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an

		Class	Lab	Clin/ WExp	Credit Hours

understanding of the concepts and principles of quality and apply them to the work environment.
There is a $11.25 lab fee for this course.

ISC 133	MANUFACTURING MGMT PRACT	2	0	0	2

Prerequisite: None
Corequisite: None
This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 135	PRINCIPLES OF INDUSTRIAL MGMT	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136	PRODUCTIVITY ANALYSIS I	2	3	0	3

Prerequisite: None
Corequisite: None
This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

ISC 140	DETAILED SCHED AND PLANNING	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 141	EXECUTION AND CONTROL OF OP	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations.

		Class	Lab	Clin/ WExp	Credit Hours

Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 216	WORK MEASUREMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 221	STATISTICAL QUALITY CONTROL	3	0	0	3

Prerequisite: Completion of curriculum mathematics requirement
Corequisite: None
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

ISC 233	INDUSTRIAL ORG. & MGMT.	3	0	0	3

Prerequisite: ISC 128 or ISC 133
Corequisite: None
This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

ISC 243	PROD & OPER MANAGEMENT I	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

LASERS AND OPTICS

LEO 111	LASERS AND APPLICATIONS	1	3	0	2

Prerequisites: None
Corequisites: MAT 122

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the basic principles of laser operations and applications with a particular emphasis on laser safety. Topics include the properties of laser light, laser components, laser beam characteristics, and laser safety. Upon completion, students should be able to make measurements of laser beam characteristics and conduct a safety audit and hazards analysis of a laser facility.

LEGAL EDUCATION

LEX 110	INTRO TO PARALEGAL STUDY	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand the role of a paralegal and identify the skills, knowledge and ethics required of paralegals.
This course is also available through the Virtual Learning Community (VLC).

LEX 120	LEGAL RESEARCH/WRITING I	2	2	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121	LEGAL RESEARCH/WRITING II	2	2	0	3

Prerequisite: LEX 120
Corequisite: None
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.
There is a $7.50 lab fee for this course.

LEX 130	CIVIL INJURIES	3	0	0	3

Prerequisite: None
Local prereq: ENG 111
Corequisite: None
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on

		Class	Lab	Clin/ WExp	Credit Hours

negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140	CIVIL LITIGATION I	3	0	0	3

Prerequisite: None
Local Prereq: LEX 130
Corequisite: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. *This course is also available through the Virtual Learning Community (VLC).*

LEX 141	CIVIL LITIGATION II	2	2	0	3

Prerequisite: LEX 140
Corequisite: None
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.
There is a $7.50 lab fee for this course.

LEX 150	COMMERCIAL LAW	2	2	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. *This course is also available through the Virtual Learning Community (VLC).*

LEX 160	CRIMINAL LAW AND PROCEDURE	2	2	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170	ADMINISTRATIVE LAW	2	0	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210	REAL PROPERTY I	3	0	0	3

Prerequisite: None
Local Prereq: LEX 120
Corequisite: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211	REAL PROPERTY II	1	4	0	3

Prerequisite: LEX 210
Corequisite: None
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.
There is a $15.00 lab fee for this course.

LEX 240	FAMILY LAW	3	0	0	3

Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. *This course is also available through the Virtual Learning Community (VLC).*

LEX 250	WILLS, ESTATES, AND TRUSTS	2	2	0	3

Prerequisite: None
Local Prereq: LEX 120
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

LEX 260	BANKRUPTCY AND COLLECTIONS	3	0	0	3

Prerequisite: None
Local Prereq: ACC 111 and LEX 120
Corequisite: None
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270	LAW OFFICE MANAGEMENT/ TECHNOLOGY	1	2	0	2

Prerequisite: None
Local Prereq: OST 137
Corequisite: None
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.
There is a $7.50 lab fee for this course.

LEX 280	ETHICS AND PROFESSIONALISM	2	0	0	2

Prerequisite: None
Local Prereq: LEX 121 or permission of instructor
Corequisite: None
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LOGISTICS MANAGEMENT

LOG 110	INTRODUCTION TO LOGISTICS	3	0	0	3

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

MACHINING

MAC 111	MACHINING TECHNOLOGY I	2	12	0	6

Prerequisite: None
Corequisite: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112	MACHINING TECHNOLOGY II	2	12	0	6

Prerequisite: MAC 111
Corequisite: None
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113	MACHINING TECHNOLOGY III	2	12	0	6

Prerequisite: MAC 112
Corequisite: None
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114	INTRODUCTION TO METROLOGY	2	0	0	2

Prerequisite: None
Corequisite: None
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122	CNC TURNING	1	3	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Corequisite: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	CNC MILLING	1	3	0	2

Prerequisite: None
Corequisite: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151	MACHINING CALCULATIONS	1	2	0	2

Prerequisite: None
Corequisite: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 214	MACHINING TECHNOLOGY IV	2	12	0	6

Prerequisite: MAC 112
Corequisite: None
This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215	MACHINING TECHNOLOGY V	2	12	0	6

Prerequisites: MAC 214
Corequisites: None
This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MAC 222	ADVANCED CNC TURNING	1	3	0	2

Prerequisite: MAC 122
Corequisite: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

		Class	Lab	Clin/ WExp	Credit Hours
MAC 224	ADVANCED CNC MILLING	1	3	0	2

Prerequisite: MAC 124
Corequisite: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 231	CNC GRAPHICS PROG: TURNING	1	4	0	3

Prerequisites: MAC 121 or MAC 122
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, and operational sequence, speed, feed, and cutting depth.

MAC 232	CNC GRAPHICS PROG: MILLING	1	4	0	3

Prerequisites: MAC 121 or MAC 124
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MATHEMATICS

MAT 050	BASIC MATH SKILLS	3	2	0	4

Prerequisites: None
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.
There is a $7.50 lab fee for this course.

MAT 060	ESSENTIAL MATHEMATICS	3	2	0	4

Prerequisite: MAT 050 *or appropriate placement test score*
Corequisite: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and

		Class	Lab	Clin/ WExp	Credit Hours

applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.
There is a $7.50 lab fee for this course.

MAT 070	INTRODUCTORY ALGEBRA	3	2	0	4

Prerequisite: MAT 060 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

MAT 080	INTERMEDIATE ALGEBRA	3	2	0	4

Prerequisite: MAT 070 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.
There is a $7.50 lab fee for this course.

MAT 090	ACCELERATED ALGEBRA	3	2	0	4

Prerequisite: MAT 060 *or appropriate placement test score*
Corequisite: ENG 085 or RED 080
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.
There is a $7.50 lab fee for this course.

MAT 095	ALGEBRAIC CONCEPTS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology. *This course is designed for students attending East Carolina University and is only offered on that campus.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 101	APPLIED MATHEMATICS I	2	2	0	3

Prerequisite: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisite: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.
There is a $7.50 lab fee for this course.

MAT 110	MATHEMATICAL MEASUREMENT	2	2	0	3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate placement test score
Corequisite: None
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.
There is a $7.50 lab fee for this course.

MAT 115	MATHEMATICAL MODELS	2	2	0	3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

MAT 120	GEOMETRY AND TRIGONOMETRY	2	2	0	3

Prerequisite: MAT 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*
Corequisite: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique

triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.
There is a $7.50 lab fee for this course.

MAT 121 ALGEBRA/TRIGONOMETRY I 2 2 0 3
Prerequisite: MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisite: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.
There is a $7.50 lab fee for this course.

MAT 122 ALGEBRA/TRIGONOMETRY II 2 2 0 3
Prerequisite: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.
There is a $7.50 lab fee for this course.

MAT 140 SURVEY OF MATHEMATICS 3 0 0 3
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 155 STATISTICAL ANALYSIS 3 0 0 3
Prerequisite: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement score*
Corequisite: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits

		Class	Lab	Clin/ WExp	Credit Hours

Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161 COLLEGE ALGEBRA 3 0 0 3
Prerequisite: MAT 080 or MAT 090 or MAT 095 *or appropriate placement test score*
Corequisite: None
Enrollment in Math 161 more than three times requires the written permission of the Math & Physics Department chair.
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 162 COLLEGE TRIGONOMETRY 3 0 0 3
Prerequisite: MAT 161
Corequisite: None
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 175 PRECALCULUS 4 0 0 4
Prerequisite: None
Local Prereq: MAT 161
Corequisite: None
Local Coreq: MAT 175A
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, and logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A PRECALCULUS LAB 0 2 0 1
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: MAT 161
Corequisites: MAT 175
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MAT 223	APPLIED CALCULUS	2	2	0	3

Prerequisite: MAT 122
Corequisite: None
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.
There is a $7.50 lab fee for this course.

MAT 263	BRIEF CALCULUS	3	0	0	3

Prerequisite: MAT 161, MAT 171, or MAT 175
Corequisite: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271	CALCULUS I	3	2	0	4

Prerequisite MAT 172 or MAT 175
Corequisites: None
Local Prereq. Students must have a C or better in MAT 175
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
MAT 272	CALCULUS II	3	2	0	4

Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

MAT 273	CALCULUS III	3	2	0	4

Prerequisites: MAT 272
Corequisites: None
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

MAT 280	LINEAR ALGEBRA	3	0	0	3

Prerequisites: MAT 271
Corequisites: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285	DIFFERENTIAL EQUATIONS	3	0	0	3

Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the

		Class	Lab	Clin/ WExp	Credit Hours

solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MECHANICAL

MEC 110	INTRODUCTION TO CAD/CAM	1	2	0	2

Prerequisite: None
Corequisite: None
This course introduces computer-aided drafting (CAD) and computer-aided manufacturing (CAM). Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111	MACHINE PROCESSES I	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.
There is a $15.00 lab fee for this course.

MEC 112	MACHINE PROCESSES II	2	3	0	3

Prerequisite: MEC 111
Corequisite: None
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

MEC 130	MECHANISMS	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.
There is a $7.50 lab fee for this course.

MEC 142	PHYSICAL METALLURGY	1	2	0	2

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 161	MANUFACTURING PROCESSES I	3	0	0	3

Prerequisites: None
Corequisites: None
Local Coreq: MEC 161A
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 161A	MANUFACTURING PROCESSES I LAB	0	3	0	1

Prerequisite: None
Corequisite: MEC 161
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.
There is a $11.25 lab fee for this course.

MEC 172	INTRO TO METALLURGY	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 180	ENGINEERING MATERIALS	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. *This course is also available through the Virtual Learning Community (VLC).*
There is a $11.25 lab fee for this course.

MEC 236	REGIONAL MANUFACTURING	1	4	0	3

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the local and regional manufacturing facilities. Emphasis is placed on on-site tours and interaction with manufacturing personnel. Upon completion, students should be able to identify local and regional manufacturers, their products, basic methods, personnel, and hiring standards.
There is a $15.00 lab fee for this course.

MEC 242	VALUE/SUPPLY CHAIN MGMT	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the design and operation of supply/value chains in use by organizations. Topics include supply chain strategies and management, lean logistics, quality within the supply chain, resource planning and forecasting, and information technology use within value chains. Upon completion, students should be able to demonstrate an understanding of supply chain management and describe value chain processes.

MEC 250	STATICS AND STRENGTH OF MATERIALS	4	3	0	5

Prerequisite: None
Corequisite: None
This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.
There is a $11.25 lab fee for this course.

MEDICAL ASSISTING
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

MED 110	ORIENTATION TO MED ASSISTING	1	0	0	1

Prerequisite: None
Corequisite: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 112	ORIENTATION TO THE CLINIC SETTING I	0	0	3	1

Prerequisite: None
Corequisite: None
Local Prereq: Enrollment in the Medical Assisting program

		Class	Lab	Clin/ WExp	Credit Hours

This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.

MED 113	ORIENTATION TO THE CLINIC SETTING II	0	0	6	2

Prerequisite: None
Corequisite: None
Local Prereq: Enrollment in the Medical Assisting program
This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

MED 114	PROFESSIONAL INTERACTION IN HEALTH CARE	1	0	0	1

Prerequisite: None
Corequisite: None
Local Prereq: Enrollment in the Medical Assisting program
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 117	SCH LAW/MEDICAL	2	0	0	2

Prerequisites: None
Corequisites: None
This course provides necessary information about Public School Law needed to assist with student health in the public schools. Topics include communication skills with students, parents, and co-workers, confidentiality, school legalities, public resources and referral agencies, and general school business. Upon completion, students should be able to work competently in a school setting with the knowledge of school law, school policies, and appropriate communications.

MED 118	MEDICAL LAW AND ETHICS	2	0	0	2

Prerequisite: None
Corequisite: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 120	SURVEY OF MED TERMINOLOGY	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121	MEDICAL TERMINOLOGY I	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122	MEDICAL TERMINOLOGY II	3	0	0	3

Prerequisite: MED 121
Corequisite: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130	ADMINISTRATIVE OFFICE PROCEDURES I	1	2	0	2

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (Only offered Fall semester) There is a $7.50 lab fee for this course.

MED 131	ADMINISTRATIVE OFFICE PROCEDURES II	1	2	0	2

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (Only offered Fall semester)
There is a $7.50 lab fee for this course.

MED 134 MEDICAL TRANSCRIPTION 2 2 0 3
Prerequisite: MED 121
Corequisite: None
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 136 PREVENTIVE HEALTH 2 0 0 2
Prerequisites: None
Corequisites: None
This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of healthy lifestyles.

MED 140 EXAMINING ROOM PROCEDURES I 3 4 0 5
Prerequisite: None
Corequisite: None
Local Prereq: Enrollment in the Medical Assisting program
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (Only offered Spring semester)
There is a $15.00 lab fee for this course.

MED 150 LABORATORY PROCEDURES I 3 4 0 5
Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (Only offered Fall semester)
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
MED 180	CPR CERTIFICATION	0	2	0	1

Prerequisite: None
Corequisite: None
This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.
There is a $7.50 lab fee for this course.

MED 182	CPR FIRST AID & EMERGENCY	1	2	0	2

Prerequisites: None
Corequisites: None
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.
There is a $7.50 lab fee for this course.

MED 232	MEDICAL INSURANCE CODING	1	3	0	2

Prerequisite: None
Corequisite: None
This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240	EXAMINING ROOM PROCEDURES II	3	4	0	5

Prerequisite: MED 140
Corequisite: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. (Only offered Spring semester)
There is a $15.00 lab fee for this course.

MED 260	MEDICAL CLINICAL EXTERNSHIP	0	0	15	5

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
Local Coreq: MED 262
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening

		Class	Lab	Clin/ WExp	Credit Hours

professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262	CLINICAL PERSPECTIVES	1	0	0	1

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
Local Coreq: MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264	MEDICAL ASSISTING OVERVIEW	2	0	0	2

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270	SYMPTOMATOLOGY	2	2	0	3

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. (Only offered Spring semester)
There is a $7.50 lab fee for this course.

MED 272	DRUG THERAPY	3	0	0	3

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program.
Corequisite: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (Only offered Summer semester)

		Class	Lab	Clin/ WExp	Credit Hours
MED 276	PATIENT EDUCATION	1	2	0	2

Prerequisite: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisite: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. (Only offered Spring semester)

MED 280	SCHOOL HEALTH ASSISTING	4	0	0	4

Prerequisites: None
Corequisites: None
This course provides essential elements of instruction for students to learn the basics of health assisting in a public school or community setting. Topics include professionalism, public school health screening, child psychology and development, prevalent school age diseases and treatment, and computer and other types of presentation skills. Upon completion, students should be able to assist in the public schools with screening, referrals, and disease prevention education.

MARKETING AND RETAILING

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

MKT 120	PRINCIPLES OF MARKETING	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121	RETAILING	3	0	0	3

Prerequisite: None
Corequisite: None
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing. (Only offered Fall semester)

MKT 122	VISUAL MERCHANDISING	3	0	0	3

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. (Only offered Fall semester)

MKT 123	FUNDAMENTALS OF SELLING	3	0	0	3

Prerequisite: None
Corequisite: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered. (Only offered Spring semester)

MKT 220	ADVERTISING AND SALES PROMOTION	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 223	CUSTOMER SERVICE	3	0	0	3

Prerequisite: None
Corequisite: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (Only offered Spring semester)

MKT 224	INTERNATIONAL MARKETING	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered. (Only offered Spring semester)

MKT 225	MARKETING RESEARCH	3	0	0	3

Prerequisites: MKT 120
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).* (Only offered Fall semester)

MKT 227	MARKETING APPLICATIONS	3	0	0	3

Prerequisite: None
Corequisite: None
This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. (Only offered Fall semester)

MKT 231	HEALTHCARE MARKETING	3	0	0	3

Prerequisites: MKT 120
Corequisites: None
This is designed to help students gain an understanding of how the principles of marketing are used in a healthcare setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for healthcare marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the healthcare industry. (Only offered Spring semester)

MAINTENANCE

MNT 110	INTRODUCTION TO MAINTENANCE PROCEDURES	1	3	0	2

Prerequisite: None
Corequisite: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
There is a $11.25 lab fee for this course.

MNT 111	MAINTENANCE PRACTICES	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis,

		Class	Lab	Clin/ WExp	Credit Hours

maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. *This course is also available through the Virtual Learning Community (VLC).*

MNT 150 BASIC BUILDING MAINTENANCE 1 3 0 2
Prerequisites: None
Corequisites: None
This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

MNT 160 INDUSTRIAL FABRICATION 1 3 0 2
Prerequisites: None
Corequisites: None
This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 220 RIGGING & MOVING 1 3 0 2
Prerequisites: None
Corequisites: None
This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 240 INDUST EQUIP TROUBLESHOOT 1 3 0 2
Prerequisites: None
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 270 BIOPROCESS EQUIP MAINT 1 3 0 2
Prerequisites: MNT 110
Corequisites: None
This course covers the equipment used in a bioprocess manufacturing facility and the techniques used to maintain and troubleshoot it. Topics include types of equipment, the

		Class	Lab	Clin/ WExp	Credit Hours

role of equipment in the bioprocess manufacturing facility, troubleshooting bioprocess equipment, and the role of a bioprocess maintenance technician. Upon completion, students should be able to maintain and troubleshoot bioprocess equipment in a biotechnology manufacturing facility using work techniques appropriate for the biotechnology industry.

MAGNETIC RESONANCE IMAGING

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

MRI 210	MRI PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging. (Only offered Spring semester)

MRI 211	MRI PROCEDURES	4	0	0	4

Prerequisite: None
Corequisite: None

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging. (Only offered Spring semester)

MRI 231	MRI CLINICAL PRACTICUM	0	0	33	11

Prerequisite: None
Local Prereq: Enrollment in CT/MRI diploma or MRI certificate programs
Corequisite: None

This course provides experience in the magnetic resonance clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment. (Only offered Spring semester)

MRI 240	QUALITY ASSURANCE	2	0	0	2

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course integrates aspects of MRI as practiced in the classroom and clinical settings. Emphasis is placed on study skills, quality assurance, and content specifications of the ARRT advanced level exam. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT exam.

MRI 271	MRI CAPSTONE	1	0	0	1

Prerequisites: None
Corequisites: None

This course provides experience using problem solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate knowledge required of any entry level MR technologist.

THERAPEUTIC MASSAGE

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

MTH 110	FUNDAMENTALS OF MASSAGE	6	9	3	10

Prerequisites: None
Local prereq: BIO 163
Corequisites: None
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills. (Only offered Fall semester) There is a $33.75 lab fee for this course.

MTH 120	THER MASSAGE APPLICATIONS	6	9	3	10

Prerequisites: MTH 110
Corequisites: None
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. *At PCC, students will be introduced to clinical massage techniques that may be used in the clinical environment.* (Only offered Spring semester)

MTH 121	CLINICAL SUPPLEMENT I	0	0	3	1

Prerequisites: None
Corequisites: MTH 110, MTH 120, MTH 125, MTH 210, or MTH 220
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan.

		Class	Lab	Clin/ WExp	Credit Hours

Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting. (Only offered Fall semester)

MTH 125	ETHICS OF MASSAGE	2	0	0	2

Prerequisites: None
Corequisites: None
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. *At PCC, students will prepare to enter the clinical environment.* (Only offered Summer semester)

MTH 210	ADV SKILLS OF MASSAGE	4	9	3	8

Prerequisites: MTH 120 or MTH 121
Corequisites: None
Local coreq: MTH 121 and BIO 271
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. *At PCC, students will develop clinical assessment skills and techniques that are used in a clinical environment.* (Only offered Fall semester)
There is a $33.75 lab fee for this course..

MTH 220	OUTCOME-BASED MASSAGE	4	6	3	7

Prerequisites: MTH 120, MTH 121, or MTH 221
Corequisites: None
Local coreq: MTH 221
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered. *At PCC, students will have the opportunity to function as part of a health care team in a clinical environment.* (Only offered Spring semester)

MTH 221	CLINICAL SUPPLEMENT II	0	0	6	2

Prerequisites: MTH 110
Corequisites: MTH 120, MTH 125, MTH 210, or MTH 220
This course is designed to be offered as an advanced clinical experience. Emphasis is placed on applying an advanced therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage at an advanced level in a clinical setting. (Only offered Spring semester)

MUSIC

		Class	Lab	Clin/ WExp	Credit Hours
MUS 110	MUSIC APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

MUS 113	AMERICAN MUSIC	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 131	CHORUS I	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 132	CHORUS II	0	2	0	1

Prerequisites: MUS 131
Corequisites: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 137	ORCHESTRA I	0	2	0	1

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 138 ORCHESTRA II 0 2 0 1
Prerequisites: MUS 137
Corequisites: None
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 231 CHORUS III 0 2 0 1
Prerequisites: MUS 132
Corequisites: None
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 232 CHORUS IV 0 2 0 1
Prerequisites: MUS 231
Corequisites: None
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 237 ORCHESTRA III 0 2 0 1
Prerequisites: MUS 138
Corequisites: None
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string

ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 238	ORCHESTRA IV	0	2	0	1

Prerequisites: MUS 237
Corequisites: None
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NETWORKING TECHNOLOGY

NET 110	NETWORKING CONCEPTS	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

NET 125	NETWORKING BASICS	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.
There is a $15.00 lab fee for this course.

NET 126	ROUTING BASICS	1	4	0	3

Prerequisites: NET 125
Corequisites: None
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing

		Class	Lab	Clin/ WExp	Credit Hours

protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.
There is a $15.00 lab fee for this course.

NET 175	WIRELESS TECHNOLOGY	2	2	0	3

Prerequisites: NET 110 or NET 125
Corequisites: None
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.
There is a $7.50 lab fee for this course.

NET 225	ROUTING & SWITCHING I	1	4	0	3

Prerequisites: NET 126
Corequisites: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.
There is a $15.00 lab fee for this course.

NET 226	ROUTING & SWITCHING II	1	4	0	3

Prerequisites: NET 225
Corequisites: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.
There is a $15.00 lab fee for this course.

NET 289	NETWORKING PROJECT	1	4	0	3

Prerequisites: None
Corequisites: NET 226
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and

training. Upon completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course

NUCLEAR MEDICINE
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

NMT 110	INTRODUCTION TO NUCLEAR MEDICINE	2	0	0	2

Prerequisite: None
Corequisite: None
This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct. (Only offered Summer semester)

NMT 110A	INTRODUCTION TO NUCLEAR MEDICINE LAB	0	3	0	1

Prerequisite: None
Corequisite: NMT 110
This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

NMT 126	NUCLEAR PHYSICS	2	0	0	2

Prerequisite: NMT 110
Corequisite: None
This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course. (Only offered Fall semester)

NMT 132	OVERVIEW-CLINICAL NUCLEAR MEDICINE	2	0	6	4

Prerequisite: NMT 110
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience. (Only offered Fall semester)

NMT 134	NUCLEAR PHARMACY	2	0	0	2

Prerequisite: NMT 110
Corequisite: None
This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine. (Only offered Fall semester)

NMT 136	HEALTH PHYSICS	2	0	0	2

Prerequisite: NMT 110
Corequisite: None
This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course. (Only offered Spring semester)

NMT 211	NMT CLINICAL PRACTICE I	0	0	21	7

Prerequisite: NMT 132
Corequisite: None
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course. (Only offered Spring semester)

NMT 212	PROCEDURES FOR NUCLEAR MEDICINE I	2	0	0	2

Prerequisite: NMT 132
Local Prereq: NMT 110
Corequisite: None
This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course. (Only offered Fall semester)

		Class	Lab	Clin/ WExp	Credit Hours
NMT 212A	PROCEDURES FOR NUCLEAR MEDICINE I LAB	0	3	0	1

Prerequisite: NMT 132
Local Prereq: NMT 110
Corequisite: NMT 212
This course is a laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 212. (Only offered Fall semester)
There is a $11.25 lab fee for this course

NMT 214	RADIOBIOLOGY	2	0	0	2

Prerequisite: NMT 132
Corequisite: None
This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine. (Only offered Fall semester)

NMT 215	NON-IMAGING INSTRUMENTATION	1	3	0	2

Prerequisite: NMT 132
Corequisite: None
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

NMT 218	COMPUTERS IN NUCLEAR MEDICINE	2	0	0	2

Prerequisite: NMT 132
Corequisite: None
This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented. (Only offered Summer semester)

NMT 221	NMT CLINICAL PRACTICE II	0	0	21	7

Prerequisite: NMT 132
Corequisite: None
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the

		Class	Lab	Clin/ WExp	Credit Hours

therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course. (Only offered Summer semester)

NMT 222	PROCEDURES FOR NUCLEAR MEDICINE II	2	0	0	2

Prerequisite: NMT 132
Corequisite: None
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course. (Only offered Spring semester)

NMT 222A	PROCEDURES FOR NUCLEAR MEDICINE II LAB	0	3	0	1

Prerequisite: NMT 132
Corequisite: NMT 222
This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

NMT 289	NUC MED TECH TOPICS	3	2	0	3

Prerequisites: NMT 211
Corequisites: NMT 222
This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination. (Only offered Summer semester)
There is a $7.50 lab fee for this course.

NETWORKING OPERATING SYSTEMS

NOS 110	OPERATING SYSTEM CONCEPTS	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $11.25 lab fee for this course

NOS 120 LINUX/UNIX SINGLE USER 2 2 0 3
Prerequisites: NOS 110
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.
There is a $7.50 lab fee for this course

NOS 130 WINDOWS SINGLE USER 2 2 0 3
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.
There is a $7.50 lab fee for this course

NOS 230 WINDOWS ADMIN I 2 2 0 3
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.
There is a $7.50 lab fee for this course

NOS 231 WINDOWS ADMIN II 2 2 0 3
Prerequisites: NOS 230
Corequisites: None
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment
There is a $7.50 lab fee for this course

NOS 232 WINDOWS ADMIN III 2 2 0 3
Prerequisites: NOS 231
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers implementing and administering security in a Windows Server network. Topics include implementing, managing, and trouble shooting security policies, patch management infrastructure, security for network communications, authentication, authorization, and PKI. Upon completion, students should be able to implement, manage, and maintain a Windows Server network infrastructure.
There is a $7.50 lab fee for this course

NURSING
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

NUR 110	NURSING I	5	3	6	8

Prerequisite: None
Local Prereq: *Admission to the Associate Degree Nursing program*
Corequisite: None
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

NUR 120	NURSING II	5	3	6	8

Prerequisites: NUR 110
Local Prereq: ACA 111, BIO 168, PSY 150 and 1st semester courses in curriculum master plan
Corequisite: None
Local Coreq: NUR 186
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

NUR 130	NURSING III	4	3	6	7

Prerequisites: NUR 120
Local Prereq: NUR 186, BIO 169, ENG 111, PSY 241 and 2nd semester courses in curriculum master plan
Corequisite: None
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion,

		Class	Lab	Clin/ WExp	Credit Hours

students should be able to deliver nursing care to individuals with common alterations in health. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

NUR 186	CLINICAL SUPPLEMENT	0	0	3	1

Prerequisites: None
Local Prereq: ACA 111, BIO 168, PSY 150
Corequisites: NUR 110, NUR 115, NUR 120, NUR 125, NUR 130, NUR 135, NUR 185, NUR 210, NUR 220, or NUR 235
This course is designed to be offered as a corequisite to any core NUR course. Emphasis is placed on applying the nursing process in a clinical setting. Upon completion, students should be able to demonstrate delivery of nursing care at the level required for the core NUR course. (Only offered Spring semester)

NUR 210	NURSING IV	5	3	12	10

Prerequisites: NUR 130 *and 3rd semester courses in curriculum master plan*
Local Prereq: BIO 155, ENG 114
Corequisite: None
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

NUR 220	NURSING V	4	3	15	10

Prerequisites: NUR 210 *and 4th semester courses in curriculum master plan*
Local Prereq: BIO 175, SOC 210
Corequisite: None
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

OPERATIONS MANAGEMENT

OMT 132	ISO 9000 STANDARDS	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the current version of the ISO 9000 series of standards. Topics include the ISO 9000 series of standards and proper implementation of these standards in

an organization. Upon completion, students should be able to identify the proper ISO standard for registration and demonstrate a detailed understanding of each standard.

OMT 155 MEETING & PRESENT SKILLS 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results.

OFFICE SYSTEMS TECHNOLOGY

OST 131 KEYBOARDING 1 2 0 2
Prerequisite: None
Corequisite: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.
There is a $7.50 lab fee for this course.

OST 134 TEXT ENTRY & FORMATTING 2 2 0 3
Prerequisites: None
Local Prereq; OST 131
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.
There is a $7.50 lab fee for this course.

OST 136 WORD PROCESSING 2 2 0 3
Prerequisites: None
Local Prereq: OST 131 or permission by department chair
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.
There is a $7.50 lab fee for this course.

OST 137 OFFICE SOFTWARE APPLICAT 2 2 0 3
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.
There is a $7.50 lab fee for this course.

OST 138	ADVANCED SOFTWARE APPL	2	2	0	3

Prerequisites: OST 137 or CIS 111 or CIS 110
Corequisites: None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.
There is a $7.50 lab fee for this course.

OST 143	DENTAL OFFICE TERMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.

OST 147	DENTAL BILLING AND CODING	3	0	0	3

Prerequisites: OST 143
Corequisites: None
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.

OST 148	MED CODING BILLING & INSU	3	0	0	3

Prerequisites: None
Local Prereq; MED 122
Corequisites: None
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

		Class	Lab	Clin/ WExp	Credit Hours
OST 149	MEDICAL LEGAL ISSUES	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153	OFFICE FINANCE SOLUTIONS	1	2	0	2

Prerequisites: None
Local prereq: ACC 111
Corequisites: None
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.
There is a $7.50 lab fee for this course.

OST 155	LEGAL TERMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156	LEGAL OFFICE PROCEDURES	2	2	0	3

Prerequisites: OST 134
Corequisites: None
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. This course is a uniq*ue requirement of the Legal Office Systems concentration in the Office Systems Technology program.*
There is a $7.50 lab fee for this course.

OST 164	TEXT EDITING APPLICATIONS	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184	RECORDS MANAGEMENT	2	2	0	3

Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.
There is a $7.50 lab fee for this course.

OST 233	OFFICE PUBLICATIONS DESIGN	2	2	0	3

Prerequisite: OST 136
Corequisite: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.
There is a $7.50 lab fee for this course.

OST 236	ADV WORD/INFORMATION PROC	2	2	0	3

Prerequisites: OST 136
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
There is a $7.50 lab fee for this course.

OST 241	MEDICAL OFFICE TRANSCRIPTION I	1	2	0	2

Prerequisites: MED 121 or OST 141
Local Prereq: MED 122, OST 134, OST 136, and OST 164
Corequisite: None
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.
There is a $7.50 lab fee for this course.

OST 242	MED OFC TRANSCRIPTION II	1	2	0	2

Prerequisites: OST 241

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.
There is a $7.50 lab fee for this course.

OST 243 MEDICAL OFFICE SIMULATION 2 2 0 3
Prerequisites: OST 148
Local Prereq: MED 122
Corequisite: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.
There is a $7.50 lab fee for this course.

OST 244 MED. DOCUMENT PRODUCTION 1 2 0 2
Prerequisites: OST 134
Corequisites: None
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.
There is a $7.50 lab fee for this course.

OST 245 DENTAL OFFICE MANAGEMENT 2 2 0 3
Prerequisites: OST 147
Corequisites: None
This course introduces the organizational structures, professional issues, and major functions of management in a dental office. Topics include communication skills, telephone techniques, patient relations, clinical records, bookkeeping procedures, office equipment, and inventory management. Upon completion, students should be able to apply the concepts of management within a dental office.
There is a $7.50 lab fee for this course.

OST 246 DENTAL OFFICE SIMULATION 2 2 0 3
Prerequisites: OST 147
Corequisites: None
This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

OST 247 PROCEDURE CODING 1 2 0 2
Prerequisites: MED 121 or OST 141
Local Prereq: OST 148 and BIO 161
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
There is a $7.50 lab fee for this course.

OST 248 DIAGNOSTIC CODING 1 2 0 2
Prerequisites: MED 121 or OST 141
Local Prereq: OST 148 and BIO 161
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
There is a $7.50 lab fee for this course.

OST 249 CPC CERTIFICATION 3 2 0 4
Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 252 LEGAL TRANSCRIPTION I 2 2 0 3
Prerequisites: OST 134 or OST 136 and OST 155
Corequisites: None
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.
There is a $7.50 lab fee for this course.

OST 281 EMERG ISSUES IN MED OFC 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 284 EMERGING TECHNOLOGIES 1 2 0 2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq; OST 137 or CIS 110 or CIS 111
Corequisites: None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.
There is a $7.50 lab fee for this course.

OST 286	PROFESSIONAL DEVELOPMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289	ADMINISTRATIVE OFFICE MGT	2	2	0	3

Prerequisites: OST 164 and either OST 134 or OST 136
Local Prereq: OST 134, OST 136, OST 164
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.
There is a $7.50 lab fee for this course.

OCCUPATIONAL THERAPY ASSISTANT
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

OTA 110	FUNDAMENTALS OF OT	2	3	0	3

Prerequisite: None
Corequisite: BIO 165 or BIO 168
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.

OTA 120	OT MEDIA I	1	3	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisite: None
Corequisite: OTA 110
Local Prereq: Enrollment in the Occupational Therapy Assistant program
This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

OTA 130 ASSESSMENT SKILLS 2 3 0 3
Prerequisite: None
Corequisite: OTA 110
Local Prereq: Enrollment in the Occupational Therapy Assistant program
This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.
There is a $11.25 lab fee for this course.

OTA 140 PROFESSIONAL SKILLS I 0 3 0 1
Prerequisite: None
Corequisite: OTA 110
Local Prereq: Enrollment in the Occupational Therapy Assistant program
This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, and therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling. (Only offered Summer semester)

OTA 150 LIFE SPAN SKILLS I 2 3 0 3
Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241 and OTA 170
This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment,

		Class	Lab	Clin/ WExp	Credit Hours

treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings. (Only offered Spring semester)

OTA 161 FIELDWORK I-PLACEMENT 1 0 0 3 1
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (Only offered Fall semester)

OTA 162 FIELDWORK I-PLACEMENT 2 0 0 3 1
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (Only offered Spring semester)

OTA 163 FIELDWORK I-PLACEMENT 3 0 0 3 1
Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. (Only offered Spring semester)

OTA 170 PHYSICAL DYSFUNCTION 2 3 0 3
Prerequisite: None
Local Prereq: BIO 169
Corequisite: OTA 130
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. (Only offered Fall semester)

		Class	Lab	Clin/ WExp	Credit Hours
OTA 180	PSYCHOSOCIAL DYSFUNCTION	2	3	0	3

Prerequisites: PSY 281
Corequisite: OTA 130
This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/ socioeconomic/ cultural contexts. (Only offered Fall semester)

OTA 220	OT MEDIA II	1	6	0	3

Prerequisites: OTA 120 and OTA 130
Corequisite: None
This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes. (Only offered Fall semester)
There is a $22.50 lab fee for this course.

OTA 240	PROFESSIONAL SKILLS II	0	3	0	1

Prerequisite: OTA 140
Corequisite: None
This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. *At PCC, students will also learn the role of the COTA in research.* (Only offered Spring semester)

OTA 250	LIFE SPAN SKILLS II	2	3	0	3

Prerequisite: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241, OTA 170, and OTA 180
This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able

		Class	Lab	Clin/ WExp	Credit Hours

to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. *At PCC, students will also use a case study format to sharpen clinical reasoning skills and enhance activity development.* (Only offered Spring semester)

OTA 260	FIELDWORK II-PLACEMENT 1	0	0	18	6

Prerequisite: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 261 and OTA 280
Corequisite: None
Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. (Only offered Fall semester)

OTA 261	FIELDWORK II-PLACEMENT 2	0	0	18	6

Prerequisite: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 260 and OTA 280
Corequisite: None
Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. (Only offered Fall semester)

PHYSICAL EDUCATION

PED 110	FIT AND WELL FOR LIFE	1	2	0	2

Prerequisite: None
Corequisite: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PED 111	PHYSICAL FITNESS I	0	3	0	1

Prerequisite: None
Corequisite: None
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 113 AEROBICS I 0 3 0 1
Prerequisite: None
Corequisite: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 117 WEIGHT TRAINING I 0 3 0 1
Prerequisite: None
Corequisite: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 118 WEIGHT TRAINING II 0 3 0 1
Prerequisite: PED 117
Corequisite: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 125 SELF-DEFENSE-BEGINNING 0 2 0 1
Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 128	GOLF-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 130	TENNIS-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 131	TENNIS-INTERMEDIATE	0	2	0	1

Prerequisite: PED 130
Corequisite: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 139	BOWLING-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been*

		Class	Lab	Clin/ WExp	Credit Hours

approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.
There is a $7.50 lab fee for this course.

PED 143 VOLLEYBALL-BEGINNING 0 2 0 1
Prerequisite: None
Corequisite: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 144 VOLLEYBALL-INTERMEDIATE 0 2 0 1
Prerequisite: PED 143
Corequisite: None
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 145 BASKETBALL BEGINNING 0 2 0 1
Prerequisite: None
Corequisite: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 146 BASKETBALL-INTERMEDIATE 0 2 0 1
Prerequisites: PED 145
Corequisites: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 148 SOFTBALL 0 2 0 1
Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 150 BASEBALL/BEGINNING 0 3 0 1
Prerequisite: None
Corequisite: None
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 151 BASEBALL/INTERMEDIATE 0 3 0 1
Prerequisite: PED 150
Corequisite: None
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 210 TEAM SPORTS 0 3 0 1
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 220 EXERCISE FOR THE PHYSICALLY CHALLENGED 0 2 0 1
Prerequisite: None
Corequisite: None
This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their

		Class	Lab	Clin/ WExp	Credit Hours

physical well being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

POSITRON EMISSION TOMOGRAPHY

PET 110	INTRODUCTION TO PET	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

PET 112	PET PROCEDURES	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

PET 125	PET RADIOPHARMACEUTICALS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the formulation and application of radiopharmaceuticals related to PET. Topics include preparation, handling, disposal and quality control of PET radiopharmaceuticals. Upon completion, students should be able to demonstrate an understanding of PET radiopharmaceuticals through computerized exams and projects.

PET 145	PET PHYSICS	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides the knowledge of the physics related to Positron Emission Tomography. Topics include atomic physics and particle physics and how particle physics related to the PET scanner. Upon completion, students should be able to demonstrate competence of PET physics through computerized exams and projects.

PET 210	PET CLINICAL I	0	0	21	7

Prerequisites: None
Corequisites: None
This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection,

		Class	Lab	Clin/ WExp	Credit Hours

imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

PET 211	PET CLINICAL II	0	0	21	7

Prerequisites: PET 210
Corequisites: None
This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection, imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

PET 218	PET PROTECTION	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the regulation and practices that ensure minimum exposure to patients, coworkers and self of radiation related to PET. Topics include interaction of particle radiation with matter, protective measures, state and federal regulatory agencies and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of PET radiation safety through computerized exams and projects.

PET 225	PET INSTRUMENTATION	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides the knowledge of the instrumentation of Positron Emission Tomography equipment. Topics include all relevant equipment related to PET imaging with an emphasis placed on the PET scanner, dose measuring devices and radiation safety equipment. Upon completion, students should be able to demonstrate a working knowledge of PET instrumentation through computerized exams and projects.
There is a $7.50 lab fee for this course.

PET 235	CROSS-SECTIONAL ANATOMY	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the cross-sectional anatomy of Positron Emission Tomography. Topics include all relevant cross-sectional anatomy related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in identifying cross-sectional anatomy related to PET procedures through computerized exams and projects.

PET 248	PET TOPICS	3	0	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers special topics related to the Positron Emission Tomography profession. Topics include new applications and procedures related to PET with an emphasis on a general review of Positron Emission Tomography. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

PHILOSOPHY

PHI 210	HISTORY OF PHILOSOPHY	3	0	0	3

Prerequisite: ENG 111
Corequisite: None
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240	INTRODUCTION TO ETHICS	3	0	0	3

Prerequisite: ENG 111
Corequisite: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

PHYSICS

PHY 110	CONCEPTUAL PHYSICS	3	0	0	3

Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
Local Coreq: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive*

		Class	Lab	Clin/ WExp	Credit Hours

Articulation Agreement general education core requirement in natural science/mathematics.

PHY 110A CONCEPTUAL PHYSICS LAB 0 2 0 1
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*
There is a $7.50 lab fee for this course.

PHY 131 PHYSICS-MECHANICS 3 2 0 4
Prerequisite: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisite: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.
There is a $7.50 lab fee for this course.

PHY 151 COLLEGE PHYSICS I 3 2 0 4
Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

PHY 152 COLLEGE PHYSICS II 3 2 0 4
Prerequisite: PHY 151
Corequisite: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*
There is a $7.50 lab fee for this course.

PHY 251	GENERAL PHYSICS I	3	3	0	4

Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $11.25 lab fee for this course.

PHY 252	GENERAL PHYSICS II	3	3	0	4

Prerequisites: MAT 272 and PHY 251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $11.25 lab fee for this course.

PLUMBING

PLU 111	INTRO TO BASIC PLUMBING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

POLITICAL SCIENCE

POL 120 AMERICAN GOVERNMENT 3 0 0 3
Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

POL 130 STATE AND LOCAL GOVERNMENT 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

POLYSOMNOGRAPHY

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

PSG 110 INTRO TO POLYSOMNOGRAPHY 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (Only offered Fall semester)

PSG 111 NEURO/CARDIOPULMONARY A&P 4 0 0 4
Prerequisites: BIO 163 or BIO 165/BIO166 or BIO 168/BIO 169
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation. (Only offered Spring semester)

PSG 112 PSG FUNDAMENTALS 3 0 0 3
Prerequisites: None
Local Prereq: MED 180
Corequisites: None
This course provides the knowledge and skills necessary to manage/function in a polysomnographic laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation. (Only offered Summer semester)

PSG 189 PSG TRANSITION 1 3 3 3
Prerequisites: None
Corequisites: None
This course introduces the basic fundamentals for polysomnography. Emphasis is placed on cardiopulmonary assessment and monitoring, medical gas therapy, principles of case management, wellness promotion, recordkeeping, reimbursement, and exposure to the clinical setting. Upon completion, students should be prepared to apply the above concepts to the field of polysomnography. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

PSG 210 POLYSOMNOGRAPHY I 3 2 9 7
Prerequisites: PSG 111 or PSG 189
Local Prereq: ELC 111, MAT 115, and CIS 110 or PSG 189
Corequisites: None
This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations. (Only offered Fall semester)
There is a $7.50 lab fee for this course.

PSG 211 POLYSOMNOGRAPHY II 2 6 9 7
Prerequisites: PSG 210
Corequisites: None
This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations. (Only offered Spring semester)
There is a $22.50 lab fee for this course.

PSG 212	INFANT/PEDIATRIC PSG	3	2	0	4

Prerequisites: None
Corequisites: None
This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (Only offered Spring semester)

PSG 213	CASE STUDY/EXAM REVIEW	0	3	0	1

Prerequisites: None
Corequisites: None
This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams. (Only offered Spring semester)

PSG 214	PSG CLINICAL APPS I	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (Only offered Fall semester)
There is a $7.50 lab fee for this course.

PSYCHOLOGY

PSY 102	HUMAN RELATIONS	2	0	0	2

Prerequisite: None
Corequisite: None
This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

PSY 118	INTERPERSONAL PSYCHOLOGY	3	0	0	3

Prerequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 GENERAL PSYCHOLOGY 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate test score
Corequisite: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211 PSYCHOLOGY OF ADJUSTMENT 3 0 0 3
Prerequisites: PSY 150
Corequisites: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 241 DEVELOPMENTAL PSYCHOLOGY 3 0 0 3
Prerequisite: PSY 150
Corequisite: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 256 EXCEPTIONAL CHILDREN 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

PSY 265	BEHAVIORAL MODIFICATION	3	0	0	3

Prerequisite: PSY 150
Corequisite: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281	ABNORMAL PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PHARMACEUTICAL TECHNOLOGY

PTC 110	INDUSTRIAL ENVIRONMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP. *This course is also available through the Virtual Learning Community (VLC).*

RADIOGRAPHY

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 110	RADIOGRAPHY INTRODUCTION AND PATIENT CARE	2	3	0	3

Prerequisite: None
Corequisites: RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

RAD 111	RADIOGRAPHIC PROCEDURES I	3	3	0	4

Prerequisite: None
Corequisites: RAD 110 and RAD 151
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

RAD 112	RADIOGRAPHIC PROCEDURES II	3	3	0	4

Prerequisites: RAD 110, RAD 111, and RAD 151
Local Prereq: BIO 163
Corequisites: None
Local Coreq: RAD 121 and RAD 161
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RAD 121	RADIOGRAPHIC IMAGING I	2	3	0	3

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: None
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RAD 122	RADIOGRAPHIC IMAGING II	1	3	0	2

Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171

		Class	Lab	Clin/ WExp	Credit Hours

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images (Only offered Summer semester)
There is a $11.25 lab fee for this course.

RAD 131	RADIOGRAPHIC PHYSICS I	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

RAD 151	RAD CLINICAL EDUCATION I	0	0	6	2

Prerequisite: None
Local Prereq: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Fall semester)

RAD 161	RAD CLINICAL EDUCATION II	0	0	15	5

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Spring semester)

RAD 171	RAD CLINICAL EDUCATION III	0	0	12	4

Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Summer semester)

		Class	Lab	Clin/ WExp	Credit Hours
RAD 211	RADIOGRAPHIC PROCEDURES III	2	3	0	3

Prerequisites: RAD 122
Corequisites: RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

RAD 231	RADIOGRAPHIC PHYSICS II	1	3	0	2

Prerequisites: RAD 171 or RAD 131
Corequisites: None
This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, and equipment circuitry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

RAD 241	RADIOBIOLOGY/PROTECTION	2	0	0	2

Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. (Only offered Fall semester)

RAD 245	RAD QUALITY MANAGEMENT	1	3	0	2

Prereq: RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: RAD 261
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RAD 251	RAD CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be

		Class	Lab	Clin/ WExp	Credit Hours

able to demonstrate successful completion of clinical objectives. (Only offered Fall semester)

RAD 261	RAD CLINICAL EDUCATION V	0	0	21	7

Prerequisites: RAD 251
Corequisite: RAD 245
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Spring semester)

RAD 271	RADIOGRAPHY CAPSTONE	0	3	0	1

Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RESPIRATORY CARE
Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

RCP 110	INTRO. TO RESPIRATORY CARE	3	3	0	4

Prerequisite: None
Corequisite: None
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

RCP 111	THERAPEUTICS/DIAGNOSTICS	4	3	0	5

Prerequisite: RCP 110
Local Prereq; MAT 115
Corequisite: None
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
RCP 112	PATIENT MANAGEMENT	3	3	0	4

Prerequisite: RCP 111
Corequisite: None
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

RCP 113	RCP PHARMACOLOGY	2	0	0	2

Prerequisite: None
Corequisite: None
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations. (Only offered Fall semester)

RCP 114	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY	3	0	0	3

Prerequisite: None
Local Prereq: BIO 163 or BIO 165 and BIO 166 or BIO 168 and Bio 169
Corequisite: None
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation. (Only offered Spring semester)

RCP 115	CARDIOPULMONARY PATHOPHYSIOLOGY	2	0	0	2

Prerequisite: None
Corequisite: None
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. (Only offered Summer semester)

RCP 122	SPECIAL PRACTICE LAB	0	2	0	1

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 132	RCP CLINICAL PRACTICE I	0	0	6	2

Prerequisites: None
Corequisites: RCP 110
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, students will participate in a structured orientation to clinical practice and patient care.* (Only offered Fall semester)

RCP 145	RCP CLINICAL PRACTICE II	0	0	15	5

Prerequisites: RCP 110
Corequisites: RCP 111
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, general floor care will be the focus, as well as pulmonary rehabilitation.* (Only offered Spring semester)

RCP 153	RCP CLINICAL PRACTICE III	0	0	9	3

Prerequisite: RCP 111
Corequisite: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *PCC students will continue general floor care, as well as participate in an operating room rotation focusing on airway management.* (Only offered Summer semester)

RCP 210	CRITICAL CARE CONCEPTS	3	3	0	4

Prerequisite: None
Corequisite: None
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (Only offered Fall semester) There is a $11.25 lab fee for this course.

RCP 211	ADVANCED MONITORING/ PROCEDURES	3	3	0	4

Prerequisite: RCP 210
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations. There is a $11.25 lab fee for this course. (Only offered Spring semester)

RCP 214	NEONATAL/PED'S RC	1	3	0	2

Prerequisites: RCP 111
Corequisites: None
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations. (Only offered Fall semester)

RCP 215	CAREER PREPARATION-ADVANCED LEVEL	0	3	0	1

Prerequisite: None
Corequisite: None
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RCP 235	RCP CLINICAL PRACTICE IV	0	0	15	5

Prerequisite: RCP 111
Corequisite: RCP 210
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *At PCC, adult critical care, including mechanical ventilation and hemodynamic monitoring will be the focus, as well as pulmonary diagnostics, asthma education, and home care.* (Only offered Fall semester)

RCP 248	RCP CLINICAL PRACTICE V	0	0	24	8

Prerequisites: RCP 210
Corequisites: RCP 211
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *In addition to receiving exposure to pediatric and neonatal intensive care and polysomnography, this course will provide PCC students a transitionary period between academic and actual working conditions.* (Only offered Spring semester)

		Class	Lab	Clin/ WExp	Credit Hours

READING

RED 111 CRIT READING FOR COLLEGE 3 0 0 3
Prerequisites: None
Local Prereq: ENG 095
Corequisites: None
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RELIGION

REL 110 WORLD RELIGIONS 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

REL 211 INTRODUCTION TO THE OLD TESTAMENT 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 INTRODUCTION TO THE NEW TESTAMENT 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

RADIATION THERAPY TECHNOLOGY

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

RTT 120	RAD THERAPY POSITIONING	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides the knowledge and skills necessary to perform basic treatment and simulation procedures. Emphasis is placed on proper patient positioning for simulation and treatment. Upon completion, students should be able to demonstrate competence in these areas.

RTT 121	SPECIAL IMAGING	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

RTT 151	RTT CLINICAL ED I	0	0	15	5

Prerequisites: RTT 120
Corequisites: None
This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on treatment skills with an introduction to simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 161	RTT CLINICAL ED II	0	0	9	3

Prerequisites: RTT 151
Corequisites: None
This course provides additional experience in treatment and simulation. Emphasis is placed on refining patient positioning skills in both treatment and simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clin/ WExp	Credit Hours
RTT 210	RADIOBIOLOGY	2	0	0	2

Prerequisites: RTT 161
Local Prereq: RTT 121
Corequisites: None
This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body. (Only offered Fall semester)

RTT 220	RAD THERAPY ORIENTATION	2	0	0	2

Prerequisites: RTT 161
Local prereq: RTT 121
Corequisites: None
This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist. (Only offered Fall semester)

RTT 221	CLINICAL ONCOLOGY I	3	0	0	3

Prerequisites: RTT 161
Corequisites: None
This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.(Only offered Fall semester)

RTT 222	CLINICAL ONCOLOGY II	3	0	0	3

Prerequisites: RTT 221
Local Prereq: RTT 210, RTT 220, RTT, 221, RTT 233
Corequisites: None
This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included. (Only offered Spring semester)

RTT 232	RADIATION THERAPY PROCEDURES	2	0	0	2

Prerequisites: RTT 222, RTT 231 or 234, and RTT 239, 241, 243, or RTT 244
Corequisite: None
This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected.

		Class	Lab	Clin/ WExp	Credit Hours

Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.(Only offered Summer semester)

RTT 233	RADIATION THERAPY PHYSICS	2	0	0	2

Prerequisites: RTT 161
Corequisites: None
This course provides a study of the interaction of radiation with matter. Emphasis is placed on atomic interactions and dose measurement techniques. Upon completion, students should be able to demonstrate knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety. (Only offered Fall semester)

RTT 234	CLINICAL DOSIMETRY	1	3	0	2

Prerequisites: RTT 230 OR RTT 233
Local Prereq: RTT 210, RTT 220, RTT 221 RTT 240
Corequisites: None
This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate knowledge of dosimetry procedures used to treat various neoplasms. (Only offered Spring semester)
There is a $11.25 lab fee for this course.

RTT 240	RTT CLINICAL EDUCATION III	0	0	18	6

Prerequisites: RTT 161
Local Prereq: RTT 121
Corequisites: None
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Fall semester)

RTT 241	RTT CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: RTT 238 or RTT 240
Corequisites: None
This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (Only offered Spring semester)

RTT 246	RTT CLINICAL EDUCATION V	0	0	18	6

Prerequisites: RTT 239, 241, 243, or 244
Corequisite: None
This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion,

		Class	Lab	Clin/ WExp	Credit Hours

students should be able to demonstrate successful completion of clinical objectives. (Only offered Summer semester)

SUBSTANCE ABUSE

SAB 110	SUBSTANCE ABUSE OVERVIEW	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120	INTAKE AND ASSESSMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 125	SAB CASE MGMT	2	2	0	3

Prerequisites: SAB 120
Corequisites: None
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 135	ADDICTIVE PROCESS	3	0	0	3

Prerequisites: None
Corequisites: None
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work,

		Class	Lab	Clin/ WExp	Credit Hours

gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 140	PHARMACOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions.

SAB 210	SUB ABUSE COUNSELING	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 220	GROUP TECHNIQUES/THERAPY	2	2	0	3

Prerequisites: HSE 112
Corequisites: None
This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.

SAB 230	FAMILY THERAPY	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

SAB 235	CHILDREN AND ADOLESCENTS	3	0	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers specialized treatment for the developmental stages of children and adolescents in which psychoactive drugs impair development. Emphasis is placed on human development as it relates to substance abuse treatment for children and adolescents. Upon completion, students should be able to demonstrate knowledge of the cognitive behavior changes which are influenced by psychoactive drugs.

SAB 240	SAB ISSUES IN CLIENT SERV	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 250	PREVENTION & EDUCATION	2	0	0	2

Prerequisites: SAB 140
Corequisites: None
This course uses various approaches to designing and implementing education programs concerning substance abuse, intervention, and relapse prevention for adolescents and adults. Emphasis is placed on the education of individuals and substance abusers/users and their families. Upon completion, students should be able to present a wide variety of education programs for individuals and substance abusers/users and their families.

INFORMATION SYSTEMS SECURITY

SEC 110	SECURITY CONCEPTS	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150	SECURE COMMUNICATIONS	2	2	0	3

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through

		Class	Lab	Clin/ WExp	Credit Hours

encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.
There is a $7.50 lab fee for this course.

SEC 160	SECURE ADMIN I	2	2	0	3

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.
There is a $7.50 lab fee for this course.

SEC 210	INTRUSION DETECTION	2	2	0	3

Prerequisites: SEC 160
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.
There is a $7.50 lab fee for this course.

SEC 220	DEFENSE-IN-DEPTH	2	2	0	3

Prerequisites: None
Corequisites: SEC 160
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.
There is a $7.50 lab fee for this course.

SEC 270	SECURE ROUTING/FIREWALLS	1	4	0	3

Prerequisites: NET 226 and SEC 110
Corequisites: None
This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies. *This course is restricted to the Information Systems Security/Security Hardware curriculum.*
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
SEC 275	ADVANCED FIREWALLS	3	2	0	4

Prerequisites: SEC 270
Corequisites: None
This course covers advanced topics in securing networks using firewalls. Topics include networking protocols, firewall status and configuration, syslog configuration, security levels, NAP/PAT, Access Control Lists, Authentication, Authorization and Accounting, VPN, and Remote Access. Upon completion, students should be able to describe, configure, verify, and manage firewall technologies. *This course is restricted to the Information Systems Security/Security Hardware curriculum.*
There is a $15.00 lab fee for this course.

SEC 289	SECURITY CAPSTONE PROJECT	1	4	0	3

Prerequisites: SEC 220
Corequisites: None
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.
There is a $15.00 lab fee for this course.

SIMULATION AND GAME DEVELOPMENT

SGD 111	INTRODUCTION TO SGD	2	3	0	3

Prerequisites: None
Corequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.
There is a $11.25 lab fee for this course

SGD 112	SGD DESIGN	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.
There is a $11.25 lab fee for this course

		Class	Lab	Clin/ WExp	Credit Hours
SGD 113	SGD PROGRAMMING	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.
There is a $11.25 lab fee for this course.

SGD 114	3D MODELING	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.
There is a $11.25 lab fee for this course.

SGD 116	GRAPHIC DESIGN TOOLS	2	2	0	3

Prerequisites: None
Corequisites: None

This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.
There is a $7.50 lab fee for this course

SGD 158	SGD BUSINESS MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

SGD 163	SG DOCUMENTATION	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.
There is a $11.25 lab fee for this course

		Class	Lab	Clin/ WExp	Credit Hours

SOCIOLOGY

SOC 210 INTRODUCTION TO SOCIOLOGY 3 0 0 3
Prerequisite: None
Local Prereq: ENG 095 or appropriate placement test score
Corequisite: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 SOCIOLOGY OF THE FAMILY 3 0 0 3
Prerequisite: None
Corequisite: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220 SOCIAL PROBLEMS 3 0 0 3
Prerequisite: None
Local Prereq: ENG 111
Corequisite: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course. This course is also available through the Virtual Learning Community (VLC).*

SONOGRAPHY

Semester of course offering is not guaranteed. If the course will only be offered certain semesters the information is at the end of the description.

		Class	Lab	Clin/ WExp	Credit Hours
SON 110	INTRODUCTION TO SONOGRAPHY	1	3	3	3

Prerequisite: None
Corequisite: None
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

SON 111	SONOGRAPHIC PHYSICS	3	3	0	4

Prerequisite: CVS 163 or SON 110
Corequisite: None
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

SON 120	SON CLINICAL EDUCATION I	0	0	15	5

Prerequisite: SON 110
Corequisite: None
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (Only offered Fall semester)

SON 121	SON CLINICAL EDUCATION II	0	0	15	5

Prerequisite: SON 120
Corequisite: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (Only offered Summer semester)

SON 130	ABDOMINAL SONOGRAPHY I	2	3	0	3

Prerequisite: None
Corequisite: None
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
SON 131	ABDOMINAL SONOGRAPHY II	1	3	0	2

Prerequisite: SON 130
Corequisite: None
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

SON 140	GYNECOLOGICAL SONOGRAPHY	2	0	0	2

Prerequisite: SON 110
Local prereq Enrollment in the Medical Sonography Certificate Program
Corequisite: None
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. (Only offered Fall semester)

SON 220	SON CLINICAL EDUCATION III	0	0	24	8

Prerequisites: SON 121
Corequisite: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (Only offered Fall semester)

SON 221	SON CLINICAL EDUCATION IV	0	0	24	8

Prerequisite: SON 220
Corequisite: None
This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. (Only offered Spring semester)

SON 222	SELECTED SON CLINICAL ED	0	0	6	2

Prerequisites: None
Corequisites: SON 110
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations. (Only offered Fall semester)

SON 225	CASE STUDIES	0	3	0	1

Prerequisite: SON 110 or CVS 163

		Class	Lab	Clin/ WExp	Credit Hours

Corequisite: None
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. (Only offered Fall semester)
There is a $11.25 lab fee for this course.

SON 241	OBSTETRICAL SONOGRAPHY I	2	0	0	2

Prerequisite: SON 110
Local prereq Enrollment in Medical Sonography Certificate Program
Corequisite: None
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. (Only offered Fall semester)

SON 242	OBSTETRICAL SONOGRAPHY II	2	0	0	2

Prerequisite: SON 241
Corequisite: None
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. (Only offered Spring semester)

SON 250	VASCULAR SONOGRAPHY	1	3	0	2

Prerequisite: SON 111
Corequisite: None
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. (Only offered Summer semester)
There is a $11.25 lab fee for this course.

SON 289	SONOGRAPHIC TOPICS	2	0	0	2

Prerequisites: SON 110
Corequisites: None
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. (Only offered Spring semester)

SPANISH

		Class	Lab	Clin/ WExp	Credit Hours
SPA 111	ELEMENTARY SPANISH I	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	ELEMENTARY SPANISH II	3	0	0	3

Prerequisite: SPA 111
Corequisite: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and to demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120	SPANISH FOR THE WORKPLACE	3	0	0	3

Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 131	SPAN FOR HEALTH PROVIDERS	1	0	0	1

Prerequisites: None
Corequisites: None
This course offers applied Spanish communication skills for healthcare professionals. Emphasis is placed on basic medical terminology and vocabulary essential for communication in healthcare settings. Upon completion, students should be able to communicate at a functional level with native Spanish speakers.

SPA 161	CULTURAL IMMERSION	2	3	0	3

Prerequisites: SPA 111
Corequisites: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical,

		Class	Lab	Clin/ WExp	Credit Hours

geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

SPA 211 INTERMEDIATE SPANISH I 3 0 0 3
Prerequisite: SPA 112
Corequisite: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

SPA 212 INTERMEDIATE SPANISH II 3 0 0 3
Prerequisite: SPA 211
Corequisite: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOCIAL WORK

SWK 110 INTRO TO SOCIAL WORK 3 0 0 3
Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 WORKING WITH DIVERSITY 3 0 0 3
Prerequisites: None
Local Prereq: ENG 111

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

WEB TECHNOLOGIES

WEB 110	INTERNET/WEB FUNDAMENTALS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.
There is a $7.50 lab fee for this course.

WEB 115	WEB MARKUP AND SCRIPTING	2	2	0	3

Prerequisites: None
Local prereq: WEB 110
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.
There is a $7.50 lab fee for this course.

WEB 120	INTRO INTERNET MULTIMEDIA	2	2	0	3

Prerequisites: None
Local prereq: WEB 110
Corequisites: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.
There is a $7.50 lab fee for this course.

WEB 140	WEB DEVELOPMENT TOOLS	2	2	0	3

Prerequisites: None
Local prereq: WEB 110

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.
There is a $7.50 lab fee for this course.

WEB 180	ACTIVE SERVER PAGES	2	2	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.
There is a $7.50 lab fee for this course.

WEB 185	COLDFUSION PROGRAMMING	2	2	0	3

Prerequisites: CIS 115
Local prereq: WEB 115
Corequisites: None
This course introduces ColdFusion Programming. Topics include installing a ColdFusion development environment, using CFQUERY tags to send and receive database information, creating and displaying a form, and other related topics. Upon completion, students should be able to design, code, test, and debug using a ColdFusion environment.
There is a $7.50 lab fee for this course.

WEB 210	WEB DESIGN	2	2	0	3

Prerequisites: None
Local prereq: WEB 110
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.
There is a $7.50 lab fee for this course.

WEB 220	ADVANCED MULTIMEDIA	2	2	0	3

Prerequisites: WEB 120
Corequisites: None
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
WEB 230	IMPLEMENTING WEB SERV	2	2	0	3

Prerequisites: NET 110 or NET 125
Local prereq: WEB 110
Corequisites: None
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.
There is a $7.50 lab fee for this course.

WEB 250	DATABASE DRIVEN WEBSITES	2	2	0	3

Prerequisites: DBA 110
Local prereq: WEB 140
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.
There is a $7.50 lab fee for this course.

WEB 289	INTERNET TECH PROJECT	1	4	0	3

Prerequisites: WEB 230 and WEB 250
Corequisites: None
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

WELDING

WLD 110	CUTTING PROCESSES	1	3	0	2

Prerequisite: None
Corequisite: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112	BASIC WELDING PROCESSES	1	3	0	2

Prerequisite: None
Corequisite: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	SMAW (STICK) PLATE	2	9	0	5

Prerequisite: None
Corequisite: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	SMAW (STICK) PLATE/PIPE	1	9	0	4

Prerequisite: WLD 115
Corequisite: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	GMAW (MIG) FCAW/PLATE	2	6	0	4

Prerequisite: None
Corequisite: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122	GMAW (MIG) PLATE/PIPE	1	6	0	3

Prerequisite: WLD 121
Corequisite: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	GTAW (TIG) PLATE	2	6	0	4

Prerequisite: None
Corequisite: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be

		Class	Lab	Clin/ WExp	Credit Hours

able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132	GTAW (TIG) PLATE/PIPE	1	6	0	3

Prerequisite: WLD 131
Corequisite: None
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141	SYMBOLS AND SPECIFICATIONS	2	2	0	3

Prerequisite: None
Corequisite: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151	FABRICATION I	2	6	0	4

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisite: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 212	INERT GAS WELDING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.

WLD 215	SMAW (STICK) PIPE	1	9	0	4

Prerequisites: WLD 115 or WLD 116
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform

		Class	Lab	Clin/ WExp	Credit Hours

SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 221 GMAW (MIG) PIPE 1 6 0 3
Prerequisites: WLD 122
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) PIPE 1 6 0 3
Prerequisites: WLD 132
Corequisites: None
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.

WLD 251 FABRICATION II 1 6 0 3
Prerequisite: WLD 151
Corequisite: None
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 262 INSPECTION AND TESTING 2 2 0 3
Prerequisite: None
Corequisite: None
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WLD 265 AUTOMATED WELDING/CUTTING 2 6 0 4
Prerequisites: WLD 110 and WLD 121
Corequisites: None
This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon

	Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Academic Affairs 17
Academic Calendar 12
Academic Probation 56
Academic Progress 56
Academic Progress, Satisfactory 57
Academic Progress Scale 57
Academic Progress, Unsatisfactory 56
Academic Regulations 44
Academic Requirements, Financial Aid 65
Academic Standing, Good 57
Access Fee 42
Accident Insurance 42
Accounting 134
Achieving College Entry (ACE) Lab 123
Activity Fee 42
Adding Courses 47
Administrative Services 25
Admission to Programs Designed for University Transfer 35
Admissions 32
Adult Basic Education 121
Adult High School Diploma Program 121
Advanced Placement Examinations 52
Advertising and Graphic Design 136
Air Conditioning, Heating, and Refrigeration Technology 138
Alternative Credit 50
Alternative Loans 70
American Association of Medical Assistants 89
Anti-Violence Policy 101
Architectural Technology 140
Articulated Credit for High School Students 54
Associate Degree Nursing 142
Associate Degree Programs 128
Associate in Arts 243
Associate in Fine Arts 246
Associate in General Education 241
Associate in Science 248
Association of Advertising and Graphic Design 89
Athletics Program 83
Attendance 48
Auditing Courses 46
Audit Students 41
Automotive Systems Technology 144

Basic Law Enforcement Training 146

Basic Skills....121
Biology Interest Group....869
Biotechnology....147
Board of Trustees....15
Books and Supplies, Continuing Education and Community Development....113
Building Construction Technology....149
Business Administration....151
Business Administration/Human Resources Management....153
Business Administration/Marketing and Retailing....155
Business and Industry Services....119
Business Manager....26

Calendar of Special Events....14
Campus Police....26
Campus Watch Program....40
Canvassing Policy....103
Cardiovascular Sonography Echocardiography Diploma....157
Career Services....78
Catalog of Record....62
Certificate Programs....128
Certification/Licensure Programs....115
Challenge Examination....50
Changes in Major Course of Study....60
Changes in Regulations....60
Chartering Guidelines for Clubs and Organizations....87
Children on Campus Policy....96
Class Rings....95
Class Schedule, Curriculum....44
CLEP....52
Coburn Center Facility....81
College Outreach....109
College Student Success Course Requirement....47
College/Workplace Anti-Violence Policy....101
Communicable Disease Policy....102
Community Services....120
Compensatory Education....123
Computed Tomography and Magnetic Resonance Imaging Technology....159
Computer Information Technology....161
Computer Network Acceptable Use Policy....105
Computer Programming....163
Computer Training, Continuing Education and Community Development....113
Concurrent Enrollment....37
Conferences....124
Continuing Education and Community Development....110
Continuing Education and Community Development Staff....24
Controlled Smoking Policy....103
Cooperative Education....108

Coordination of Institution-Wide Financial Aid Awards Policy 64
Cosmetology 165
Counseling 74
Course Credit, Continuing Education and Community Development 111
Course Descriptions, Curriculum 259
Course Descriptions, Continuing Education and Community Development 113
Course Load 47
Course Prefix Identification 255
Course Requisites 133
Course Schedule, Continuing Education and Community Development 111
Courses Unique to a Concentration 133
Court Reporting and Captioning 166
CPR 117
Credit by Examination 50
Credit for Non-Traditional Learning 52
Crime Awareness and Campus Security Act Report 40
Criminal Justice Technology 167
Criminal Justice Technology: Financial Crime/Computer Fraud 169
Curriculum Instructional Staff 18
Curriculum Programs 127
Customized Industrial Training 120

Dean's List 54
Decision Making, Student Involvement in 97
Delta Epsilon Chi 89
Dental Assisting Diploma 171
Developmental Courses 253
Diploma Programs 128
Disability Services 80
Disciplinary Action 97
Dismissal 99
Distance Learning 53
Diversity Leadership Statement 32
Dropping Courses 47
Due Process 99

Early Alert Program 76
Early Childhood Education 172
Echocardiography Diploma 157
Educational Experiences in the Armed Services 52
Electrical/Electronics Technology 174
Electronics Engineering Technology 176
Emergency Services Training 114
English as a Second Language 122
Enrollment of Undocumented Aliens 39
Estimated Cost of Attendance 66
Expenses 42

Experiential Learning....54

Facilities Services....26
Faculty by Division....18
Faculty Advisor System....63
Federal Work-Study....70
Fees....42
Fees, Continuing Education and Community Development....111
Financial Aid....64
Financial Aid Bookstore/Supply Purchase Policy....67
Financial Aid Fraud and Forgery....65
Financial Crime/Computer Fraud....169
Fire Rescue Training....115
First Aid Basics....117
Food Service....87
Forgiveness Policy....58
Foundation Board....16
Full-Time Tuition....41
Fundraising Policy....104

GED Classes....122
Gamma Beta Phi....90
General Admissions....32
General Educational Development (GED) Classes....122
General Information....30
General Occupational Technology....179
Global Logistics Technology....180
Grade Point Average....54
Grading System....55
Graduation After Termination of Attendance....62
Graduation Requirements....60
Grants....68
Grants Policy....104
Guided Tours....95
Guidelines for Clubs and Organizations Bank Accounts....88

Health Care Services Programs....115
Health Information Technology....181
Health Sciences Admissions....35
Health Services....85
Health Unit Coordinator....183
Healthcare Management Technology....184
High School Admissions (Concurrent Enrollment)....37
High School Diploma Equivalency....122
History of the College....30
Honor Roll....54
Housing....86

Human Resources 27
Human Resources Development 123
Human Services Technology 187
Human Services: Substance Abuse 189

Identification Cards 86
Important Phone Numbers 2
Inclement Weather 95
Incomplete 56
Industrial Management Technology 191
Industrial Systems Technology 193
Information Systems Security 195
Information Technology and Services 27
Institutional Advancement 27, 104
Instructional Staff by Division 18
Insurance, Accident 42
Insurance, Professional Liability 42
Intellectual Property Policy 106
Intercollegiate Athletics Program 83
International Association of Administrative Professionals 90
International Club 90
International Programs and Services 110
International Student Admissions 38
International Students in Distance Education 39
Internet Course/Telecourse Policy for Veterans 74
Internet Students 41
Intramural Sports and Recreational Programs 80

Lab Fees for Laboratory/Clinical/Shop 43
Lambda Beta Honor Society for the Respiratory Care Profession 90
Lambda Epsilon Chi 90
Late Entry 47
Law Enforcement, Detention & Security Officer Training 114
Leadership Development Training 119
Learn and Earn Online 38
Learning Center 122
Library 107
Licensure/Certification 115
Loans 69
Local Sources of Financial Aid 73
Location 31
Lost and Found 84

Machining Technology 197
Maintenance Department 26
Major Course of Study, Changes in 60
Mechanical Engineering Technology 199

Medical Assisting....201
Medical Dosimetry....203
Medical Office Administration....205
Medical Sonography....207
Men's Resource Center....77
Mental Health Services....86
Minority Male Mentoring Program....78
Mission Statement, Continuing Education and Community Development....110
Mission Statement, Pitt Community College....32
Monitor Technician....116

NC National Guard Tuition Assistance Program....73
Networking Technology....209
Non-Degree Curriculum Credit....32
Non-Traditional Learning....52
Nuclear Medicine Technology....211
Nurse Assistant Medication Aide....116
Nurse Assistant Programs....115

Occupational Programs....113
Occupational Therapy Assistant....213
Office Administration....215
Office Administration - Legal....218
Official Withdrawal....48
Organization, Pitt Community College....15
Organizational Improvement Training....119
Organizations, Students....87
OSHA Safety Training....115
Other Expenses....42
Other Sources of Assistance, Financial Aid....73
Out-of-State Students....41
Outreach Center....109

Paralegal Technology....220
Part-Time Tuition....41
Peddling Policy....103
Pharmacy Technician I....117
Pharmacy Technician II....117
Phi Theta Kappa....91
Philosophy, Continuing Education and Community Development....110
Pitt Community College Association of Human Services Technology....91
Pitt Community College Association of Respiratory Therapy Students....91
Pitt Community College Criminal Justice Association....91
Pitt Community College Foundation....16
Pitt Community College Paralegal Association....92
Pitt Community College Student Ambassadors....92
Pitt Community College Student Leaders

Embracing Education in Polysomnography....92
Pitt County Board of Commissioners....15
Pitt Game Developers Association....92
Placement Testing....33
Policies for Clubs and Organizations....87
Polysomnography....222
Polysomnography Certificate....224
Positron Emission Tomography....225
Placement Testing....33
Preschool Laboratory....24, 87
President....17
Priority Registration....45
Privacy of Educational Records....58
Professional In-Service Programs....119
Professional Liability Insurance....42
Provisional Admissions....37
Publications....94

Radiation Therapy Technology Diploma....226
Radiography....228
Readmission of Curricular Students....37
Refund Policy, Continuing Education and Community Development....112
Refund Policy, Curriculum....43
Refund/Student Repayment Policies for Title IV Programs....71
Registration....45
Registration and Attendance, Continuing Education and Community Dev....111
Registration for Developmental Courses....46
Removal of Incomplete....56
Repetition of Course Work....62
Residence Classification for Tuition Purposes....41
Respiratory Therapy....230
Returned Check Fees....43
Rotaract....92

Safety Training (OSHA)....115
Satisfactory Academic Progress....57
Schedule Purges....46
Scholarships....71
Self-Supporting Courses....124
Seminars....124
Senior Citizens....41
Sigma Alpha Pi....93
Simulation and Game Development....232
Small Business Center....120
Smoking Policy....103
Society for Advancement of Management....93
Soliciting Policy....103

Southern Organization of Human Services....93
Specialty Occupational Programs....113
Staff by Division....17
Student Activity Fee....42
Student Appeals Process for Coursework Done at Unaccredited Institution....51
Student Assistance Programs....86
Student Classifications....60
Student Code of Conduct Policy....97
Student Financial Aid Concerns....101
Student Conduct....97
Student Development Services....28, 74
Student Financial Aid Concerns....101
Student Government Association....93
Student Grievance Procedure/Due Process....99
Student Involvement in College Decision Making....97
Student Massage Therapy Association....93
Student Occupational Therapy Association....94
Student Organizations....87
Student Rights and Responsibilities....96
Student Sexual Assault Response System....86
Student Support Services....79
Students Excelling Toward Achievement....94
Students Mentoring Students....94
Substance Abuse....102
Summary Report on Performance Measurers....125
Summer Graduates Participating in Spring Ceremonies....61

Technology Fee....42
Textbooks and Supplies....43
Therapeutic Massage....233
Traffic Regulations....95
Transcripts....59
Transfer Admissions....36
Transfer Credit....51
Transfer to Other Institutions....59
TRIO....79
Tuition....40
Tutorial and Academic Success Center....79

University Transfer....239
University Transfer Admissions....36
Unofficial Withdrawal....48
Unsatisfactory Academic Progress....56

Verification of Enrollment....59
Veterans Benefits....73
Vice President, Academic Affairs....17

Vice President, Administrative Services 25
Vice President, Institutional Advancement 27
Vice President, Student Development Services 28
Vocational Rehabilitation 73

Walk-In Registration 45
Web Technologies 235
Weekend College 45
Welding Technology 237
Withdrawal from Classes 48
Women's Resource Center 76
Work-Study, Federal 70
Workplace Instruction 122
Workshops 124

Buildings

1 Humber Building (RLH)
Business
Information Systems
Physics

2 Vernon White Building (VEW)
Administrative Offices
Bookstore
Concurrent Enrollment Office
Disability Services
Classrooms
Carpentry
Automotive Systems

3 Everett Building (CWE)
Library
Distance Learning
Weekend College/Evening Prog.
Audio and Visual Services

4 Whichard Building (KVW)
Advertising & Graphic Design
Human Services
Early Childhood
Electrical Installation
Air Cond., Heating and Refrig.
Industrial Maintenance

5 Metal Building (M)
Shipping and Receiving
Mail Services

6 Maintenance (MNT)
Purchasing Office
Campus Repair and Maintenance

7 A.B. Whitley Building (ABW)
Manufacturing Engineering
Machining
Electronics Engineering
Architectural Technology
Institutional Research
Classrooms

8 Fulford Building (WEF)
Health Science Classrooms
Biology and Chemistry
Health Science Faculty
Auditorium

9 Masonry & Welding Building (MW)
Masonry Shop
Welding Shop
Classrooms

10 Leslie Building (GHL)
Basic Skills
GED/Learning Center
Legal Science/Public Service
Classrooms
Auditorium

11 Ed & Joan Warren Building (EJW)
Placement Testing
Student Support Services
Next Level Minority Male Mentoring Program
Athletic Director
P.E. Classes

12 Reddrick Building (RR)
General Classrooms and Offices
College Transfer Faculty Offices
Director - Arts and Sciences
Developmental Education

13 Goess Student Center (CFG)
Admissions Counselors
Registrar
Cashier's Office
Financial Aid
Cafeteria
Career Services
SGA
Recruiting Office

South Units
T17 – Campus Police
T18 – Offices
T19, T20, & T21 – Early Childhood Preschool
T23 – Tutorial and Academic Support Center
T24 – Compensatory Education

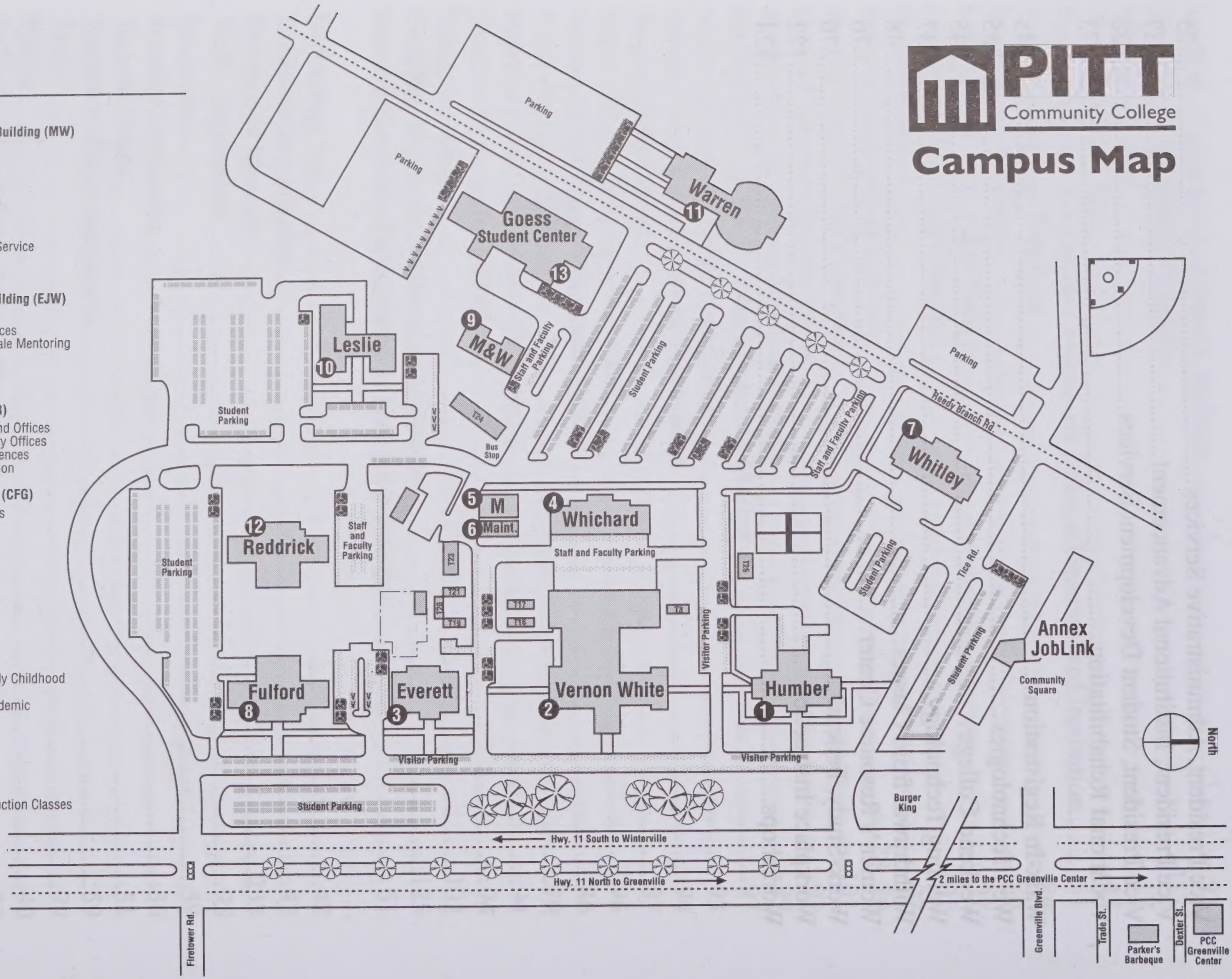
North Units
T3 – Offices
T25 – Building Construction Classes

Faculty and Staff Parking (A)
Student Parking (B)
Visitor Parking (V)
Handicap Parking

March 2009

PITT Community College

Campus Map



Pitt Community College

Is An Equal Opportunity Institution
and
It Is An Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees: Debra McGowan, Director, Human Resources
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7289

For Students: Vice President, Student Development Services
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7211

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average (2002-2005) graduation/completion rate of 10% for first-time, full-time, degree/diploma/certificate seeking students.

PCC Archives

5,000 copies of this public document were printed at a cost of $8,980.65 or $1.796 per copy. June 2009



PO Drawer 7007 • Greenville, North Carolina 27835-7007
www.pittcc.edu
252.493.7232